



CENSA International College

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1. Legal Control

CENSA International College, LLC, is a private corporation operating under the laws of State of Florida and doing business as CENSA International College. CENSA International College, LLC was incorporated on May 28, 2009. CENSA International College LLC, is solely owned by Yezid Arango, PhD, LCSW (President and Campus Director in Miami and Orlando), Mr. Albert Corredor Gomez (Vice-President of CENSA International College) and Mr. Albert Y Corredor Bustamante all of which are the sole members of the Board of Directors.

2. College License Availability

CENSA International College is licensed by the Commission for Independent Education. Further information regarding the College can be obtained from the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, Tel. (850) 245-3200, Toll Free (888) 224-6684.

3. Mission

To offer programs of education for the workforce and human development that contributes to the improvement or the quality of life of our community. We also want to strengthen the competency of our students as employees or entrepreneurs by developing their potential and commitment to the improvement of society at large.

A. Supporting Objectives:

1. Design educational programs according to the changes and needs of society in the job market.
2. Offer an education that promotes the adaptation to the workplace scenario through strategies and activities that promote group work and interpersonal relations.
3. Incorporate a combined integration of professional and technical course work to our curriculum.
4. Provide an educational method based on teaching techniques that promote a course driven by professional objectives.
5. Contribute to the development of a social conscience through the participation of co-curricular, extra-curricular activities and community service from a social action perspective.
6. Offer a mixture of summative knowledge and skills that permit the student to perform efficiently while practicing correct work ethics.



4. Vision

CENSA International College will provide quality education with professionalism, accessibility and opportunity to promote students success. We will do so by working together with The Commission, licensing and accrediting entities, and incorporating their feedback to improve the delivery of quality education.

5. Purpose of Institution

The purpose of CENSA International College is to teach students the skills and knowledge necessary to meet the demands of today's challenging society.

6. Background

CENSA International College is an International school, which began in 2010 under the name CENSA Miami Institute offering programs in the area of computers and languages. In late 2012, in response to the needs of the Florida job Market, several health related programs were introduced including Nursing, Practical Nursing and Medical Billing and Coding. Presently the Institution offers an Associate Degree in Nursing (RN), a complete Bachelor in the Science of Nursing (BSN) program and a bridge program to transition Registered Nurses (RN) to a Bachelor's Degree.

As of January 2015, with the approval of the Commission for Independent Education, CENSA Miami Institute changed its name to CENSA International College and with the new name came an expansion to the Orlando area with a Branch Campus offering Associate Degree in Nursing (RN), a complete Bachelor in the Science of Nursing (BSN) program, a bridge program to transition Registered Nurses (RN) to a Bachelor's Degree and a Hospitality and Tourism Management program.

One of the Board Members of CENSA International College is also the founder of CENSA Colombia, which has campuses all over Colombia, Argentina and Costa Rica. CENSA International College is part of the International structure but each campus operates independently.

For business purposes, CENSA stands for Centers of Studies of The Americas doing business as CENSA International College.

7. Ownership and Governing Body

CENSA International College LLC, is solely owned by Yezid Arango, PhD, LCSW (President and Campus Director in Miami and Orlando), Mr. Albert Corredor Gomez and Mr. Albert Y Corredor Bustamante all of which are the sole members of the Board of Directors.



8. Articulation Agreement

CENSA International College has an Articulation Agreement with Corporación Universitaria Americana, (American Corporate University), a sister university in Colombia.

9. Facilities Description and Equipment

The Miami campus is located right of a main highway and is easily accessible through local streets by staff, students and faculty. The campus is located on a 35,000 square feet lot with a 10,500 feet building which houses the school. There are eight classrooms all equipped with a computer, a projector and blackboards to make the learning experience more productive. There are enough chairs to seat the students and there is a desk for the instructor in each classroom. The library is located for easy access from students and faculty in the middle of the building, it is a comfortable space which hold the books, computers and audiovisual equipment for the use of the faculty and students. In addition it has instructional materials and supplies such as books, and a virtual library. There is a main room in the Library which holds the books and materials and a second room which is the computer lab. A courtyard is in the middle of the building for the convenience of staff, faculty and students where they can take breaks, or work on their homework assignments. There is also a vending machine in the courtyard as well. There is an auditorium that serves as a multi-purpose room and can accommodate up to 200 people and can be used for conferences, seminars, and graduations. The labs are fully equipped to meet and comply with both the Commission for Independent Education and Florida Board of Nursing guidelines.

The administrative offices are conveniently located at the front of the building for easier access; each staff has his/her own office to warrant privacy when meeting with students. These offices are: President's Office with a Conference room, Bursar's Office, Admissions Office, Registrar's Office, Program Director's Office, Program Director's Assistant, a staff lounge/copy room, a records room which is under key at all times, a staff bathroom, and a reception area.

CENSA International College Orlando Branch Campus is located at 5449 South Semoran Blvd. Suite 20A Orlando, Florida, 32822 The school is conveniently located near the Orlando International Airport, The New University of Central Florida School of Medicine, Ana G. Mendez University, near SR- 408, SR- 417 and SR-528. It consists of 2,952 square feet of air-conditioned and well-fitted classrooms and ample free parking. The College provides three large classrooms with capacity for 20, 15 and 10 students respectively; plus another ten rooms with capacity for 6 students per each class room. It also has a computer and languages lab with capacity for 16 students. It has a student's lounge / conference room. It has an administrative and also a reception office. The school also has two ample bathrooms for males and females and a storage room. In addition, the equipment meets the industry standards and technology and effectively meets the objectives of the programs.

*Projected start date for the Orlando Campus' courses: **July 2016***

(This branch it is not included in the accreditation process with ACICS)



10. Equal Opportunity Policy

CENSA International College has an equal opportunity employment/admission policy that is consistent with federal policy: No person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, or belief, be excluded from any training, be denied the benefit, or be subject to discrimination in any hiring practice/admission or activity at the Institution. However, all criminal and disability applicants will be reviewed by the Approval Committee to determine whether the applicants legal case, physical or mental capability qualifies them to appropriately be enrolled in particular courses.

11. General Admission Requirements / Procedures

Applicants who do not meet the below requirements may not be enrolled in CENSA International College. Nevertheless, the Admission Committee reserves the right to admission and will consider the applicant's background, previous education and/or training and the applicant's desire to acquire a career prior to making the final decision. When a prospective student is interested in attending CENSA International College, an appointment is made for the student to visit the College. Applicants will be interviewed and will receive a complete and thorough overview of the College. If the applicant decides to enroll and the admission requirements are met, they will complete the admission package. The admission committee will review the admission package and a determination letter will be mailed to the applicant within one week.

Admission Requirements for all undergraduate programs:

- At least 18 years of age.
- Registration fee (\$100.00)
- High School Diploma, GED or its equivalency. (GPA 2.5 or higher). This is waived for Transfer students from another Higher Education Institution or professionals from other countries with their appropriate equivalency in the United States who submits a Foreign Credential Evaluation from a member of the National Association of Credential Evaluation Services.
- Students whose first Language is not English must present original proof of passed TOEFL (63 or Higher) or take and pass the Institution's Institutional TOEFL with score of 450 or higher or pass
- An interview by the director of the Institute or his/her designee to determine student's ability to understand and communicate within the learning environment.
- Submission of a completed enrollment application.
- Official Transcripts from all institutions attended when transferring credits.



Additional Admission Requirements for all Nursing programs:

- Test of Essential Academic Skills V (TEAS V) with minimum of 75 done within 2 years of admission to the program. Students have the option of either taking the TEAS V entrance exam before beginning any classes of their chosen nursing degree in CENSA International College or be admitted as an Undeclared Major student to take the general education and pre-requisite courses and once finished take and pass the TEAS V entrance exam, with a score of 75 or greater, to be able to change majors and enter their chosen nursing degree. If the student was not able to pass with a 75 or greater score, they will have the option of taking a preparatory course and retake the TEAS V a second time. If the student does not pass at a second time, they will not be eligible to enroll in a nursing program at CENSA International College but will be provided with options of the different educational programs offered at the College that do not require the TEAS V. This requirement is waived for the RN to BSN and CNA programs and students transferring the maximum amount of credits (45).
- Background check done within 3 months of admission to the program including transfer students.
- Current Liability Insurance (if applicable).
- Physical exam done within 6 months. (To be submitted before going to clinicals).
- A current CPR, First Aid Certification. (Submitted before going to clinical).
- Transfer students in the Nursing Program are required to take and pass (with a 75% or better) an entrance nursing theoretical and clinical skills exam.

Additional Admission Requirements for the ASN program:

- For the ASN program the prerequisites credits required are 16 prerequisites credits in the following areas: HIV/AIDS, Human Anatomy and Physiology 1+2 with labs, Chemistry with lab and Microbiology.

Additional Admission Requirement for the BSN program:

- For the BSN program the prerequisites credits required are 17 prerequisites credits in the following areas: Human Anatomy and Physiology 1+2 with labs, Chemistry with lab, Microbiology and Alternative Medicine.

Additional Admission Requirements for the RN to BSN program:

- For the RN to BSN program the general education credits required are 18 credits in the following areas: Introduction to Computer Science, Philosophy, Sociology, Advanced English Composition, Cultural Diversity, Gender and Sexuality in the 21st Century. The courses Introduction to Computer Science and Sociology are required. If an equal transfer credit was submitted for the course(s), these may be substituted for additional electives such as Cultural Adaptation and



Introduction to Academic and Personal Effectiveness, for an accumulative General Education 18 credit requirement.

- ASN degree from a Regional Board of Nursing approved program – Students may transfer up to 60 credits, which will be granted based on an Active RN License. If the student does not meet the requirement they must obtain these credits by means of CLEP, Institutional Challenge by Examination and/or actual courses in CENSA International College before beginning the RN to BSN core requirements.
- An active RN license is required to fulfill the components in the clinical and theory courses of the program.

Admission Requirements for the Nursing Assistant program:

- At least 18 years of age.
- Registration fee.
- High School Diploma, GED or its equivalency.
- Current CPR.
- First Aid Certification.
- Current Liability Insurance. (If Applicable)
- Physical Exam done within 6 months of admission.
- Submission of a completed enrollment application.

Admission Requirements for the Master of International Business Administration

- At least 18 years of age.
- Registration fee.
- Bachelor Degree Diploma from any national and/or international university. (GPA 2.0 or higher). Bachelor Degrees from International Universities must submit a Foreign Credential Evaluation of their degree from a member of the National Association of Credential Evaluation Services or pass the CIC Credentials Verification Process in which students must submit copies of their translated transcripts and diplomas with their respective notarization and /or apostille from the appropriate authorities on their countries of origin.
- Students whose first Language is not English must present original proof of passed TOEFL (63 or Higher) or take and pass the Institution's Institutional TOEFL with score of 450 or higher or pass
- An interview by the director of the Institute or his/her designee to determine student's ability to understand and communicate within the learning environment.



- Submission of a completed enrollment application.
- Official Transcripts from an undergraduate degree showing a minimum cumulative GPA 2.0 or higher.

12. Tuition and Fees

Tuition has been calculated on a per credit basis. Payments of all fees, or arrangements of all fees, must be made at the time of registration and are subject to change without notice. All financial obligations owed to CENSA International College must be paid, or arrangements for payment must have been made, before a student may re-enter, receive transcripts or graduate.

Textbooks are required and can be purchased by the student or ordered through the Institution. Students must furnish their own personal school supplies such as pencils, pens, erasers, notebooks, dictionaries, tablets, and personal computers.

Please refer to the following pages for tuition costs of the programs:

A.	NURSING ASSISTANT.....	ERROR! BOOKMARK NOT DEFINED.
B.	ASSOCIATE OF SCIENCE IN NURSING	ERROR! BOOKMARK NOT DEFINED.
C.	BACHELORS OF SCIENCE IN NURSING (ON CAMPUS OR HYBRID).....	ERROR! BOOKMARK NOT DEFINED.
D.	RN TO BSN (ON CAMPUS OR ONLINE).....	ERROR! BOOKMARK NOT DEFINED.
E.	HOSPITALITY AND TOURISM MANAGEMENT (ON CAMPUS OR HYBRID).....	ERROR! BOOKMARK NOT DEFINED.
F.	MASTER'S DEGREE PROGRAMS	ERROR! BOOKMARK NOT DEFINED.
A.	<i>International Business Administration (On Campus or Online)</i>	<i>Error! Bookmark not defined.</i>

13. Cash Discount Policy

Students who opt to pay cash for any portion of their tuition and fees, to reduce their student debt must make satisfactory payment arrangements. Various payment options are available for those who prefer to pay in installments.

CENSA International College offers interest free cash payment plans at no additional charge to the student. Students who are late could be financially withdrawn and dismissed for non-payment.

To encourage students to meet their financial commitment to reduce their student debt, CENSA International College will offer the following discounts to students who pay cash*:

20% discount to payments over 2,500.00. The amount must be paid prior to commencing their class. In order to qualify for the discount the student must not be on arrears.

Please contact the Bursar's Office for further information.

**Cash is defined as Cash, Check, or Credit Card.*



14. Financial Aid

CENSA International College does not participate in the Federal Title IV Financial Aid programs and does not offer private loans.

15. Payment Plans

CENSA International College offers a monthly payment plan for those students who decide to choose so. This plan does not charge any interests or financial fees. However, non-payment of the monthly tuition as scheduled will result in “inactive status” which will preclude a student from attending class, receiving a grade or transcripts.

16. Grants

CENSA International College will award a one-time \$10,000 grant to nursing students who apply and qualify for this grant; are starting an Associate or Bachelors program from the beginning and/or are not transferring more than 6 credits from other Institutions. In addition, CENSA International College will award a one-time \$5,000 grant to nursing students who enroll in the Associate or Bachelors program and/or are not transferring more than 45 credits and to students enrolled in the RN to BSN program who meet the criteria under any of the following categories:

- Single parent.
- Head of household.
- Minority.
- First in family to pursue higher education.
- Students who qualify under the D.R.E.A.M. Act.
- Veterans.

Criteria to be met under each category

Single parent status

- Survived intimate partner abuse and has been separated from abuser a minimum of one year or;
- Has been legally divorced or separated for more than one year and is the parent responsible of one or more children.

Head of household

- You are married or unmarried on the last day of the previous year and
- You are able to show proof of the above status with a copy of your income tax return.
- You paid more than half of the task of keeping a home for the year and



- One or more dependents lived with you in the home for more than half of the year.

Minority

- Any person of African-American descent.
- Any person of Hispanic descent.
- Any person of Native-American descent.
- Any person of Asian descent.

First in Family to pursue Higher Education

- Both of your parents must not have earned a Bachelor's degree from any University/College or;
- You live with stepparents or relatives who do not have a Bachelor's degree but one of your biological parents do and you are the first sibling to pursue Higher Education.
- You are the first sibling to pursue Higher Education.

Development, Relief and Education for Alien Minors (DREAM Act)

- Must have entered the United States before the age of 16.
- Must not be older than 31 years of age.
- Have lived continuously in the United States for at least five years.
- Have not been convicted of a felony, a significant misdemeanor or three other misdemeanors.
- Is currently in High School (Senior Year) or has graduated from an American High School or earned a GED.

Veterans

- Must be a US Citizen or Legal Resident.
- Must be a United States veteran, who must provide a copy of the veteran's honorable discharge or a letter certifying current service and eligibility for release from active duty prior to attending school.

These grants cannot be used in combination with each other even though an applicant may fall under more than one category. The grant will be discounted from the total amount of the program tuition and a student must request and fill out an application for grant during the admissions process. The Board of Directors reserves the right to provide a "discretionary grant" based on student's special circumstances and special agreements.

17. Student's Responsibilities

It is responsibility of each CENSA International College student:

- To read, understand, and keep copies of all forms the student is asked to sign.



- To review and consider all information about the institute's program prior to enrollment.
- To read carefully the contents of the application for admissions.
- To purchase or otherwise furnish books and supplies.
- To maintain institute property in manner that does not deface, destroy or harm it.
- To return library books in a timely manner and pay any necessary fine that may be imposed.
- To obtain required educational and financial clearances prior to graduation.
- To comply with all parking regulations.
- To understand that completing a program in a language other than English may reduce employability and passing license exam (if applicable) where English is required.

18. Cancellation and Settlement Policy

This enrollment agreement may be canceled within three calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

19. Refund Policy

I understand that if choose to make monthly tuition payments I must complete payments for the entire semester prior to subsequent registrations being accepted. Should I either drop a course(s) or withdraw from all courses I am required to notify the Records/Registrar's office by using the appropriate form and submitting that form to the aforementioned office.

Should I be terminated or cancel my registration for any reason, I understand that all refunds will be made according to the following refund schedule:

1. All monies paid by the applicant will be refunded if the cancellation takes place within three (3) calendar days after signing an Enrollment Agreement and making an initial payment.
2. Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all monies paid with the exception of the registration fee.
3. Cancellation of the contract by the student must be made by certified mail or in person and in writing.

The college will refund:



1. 100% of tuition charges if the student withdrawal takes place within three (3) calendar days after signing an Enrollment Agreement and making an initial payment.
2. The Drop/Add period is the first five days of classes (Monday through Friday) close of business. There will be a refund if the student withdraws "on" or during the drop/add week. There will be no refund after the drop/add week.
3. If the college does not accept the enrollment, all monies paid by the student to the college shall be refunded and the student and college shall be released from further obligation.
4. If a student is withdrawn from a class due to a class cancellation, the student is entitled to a full refund.
5. Refunds will be made within 30 days of termination or receipt of cancellation notice.
6. Subject to the date of official withdrawal, tuition and fees will be refunded according to the schedule above. Should disciplinary measures that require the withdrawal of a student the above refund schedule will apply.

20. Add/Drop Policy

A student may add or withdraw from a degree course in a per credit schedule. For instance where a credit signifies one day, two credits two days, three credits three days, etc. Withdrawing from a course in this specified schedule will not affect the student's Grade Point Average instead a (W) will be placed in their official transcript. If the student does not withdraw from the course in the specified schedule the student is responsible for the full tuition amount of the course and will receive a grade from the course. The Add/Drop form must be completed and returned to the Registrar's Office with the Program Director's signature as approval. Course withdrawal may affect other items, which include but are not limited to:

1. Graduation Date
2. Clinical Hours / Continuation Requirements
3. Tuition Balance

21. Student Services

Student services are available to assist students with the following services: scheduling upcoming courses, admission questions, academic and personal counseling, tutoring, transcript requests, transfer information, internships and career services.



22. Grades and Standards

Students' grades are determined by the student's ability to understand theoretical lectures, ability to perform adequately, personal conduct, and ability to pass exams and submit work in a timely manner. The following specifies rating, passing marks, grades and points towards GPA.

RATING	PASSING MARK	GRADE	POINTS
Excellent	90% - 100%	A	4.0
Good	80% - 89%	B	3.0
Satisfactory	75% - 79%	C	2.0
Below Satisfactory	60% - 74%	D	1.0
Failure	59% Below	F	0.0
	Incomplete	I	0.0
	Withdrawn	W	0.0
	Transfer Credit	TC	
	Repeated Course	R	
	Audit	AU	
	CLEP	EC	

23. Graduation Requirements

In order to graduate from CENSA International College students must:

- Complete all hours and services as stated in the catalog.
- Earn a minimum 75% on all written and practical examinations.
- Full payment of all fees and charges.



- Passing score on a Final Exam or Mock Exam for licensure according to the area of training. For the Nursing Programs, student must pass the Lippincott Passpoint NCLEX Mock Exam and the Institutional NCLEX Readiness Exam within one month of finishing all academic and clinical responsibilities.
- Students can take the NCLEX readiness exam up to three times, but must take an NCLEX preparation course outside of CENSA after failing the second time and in order to be able to test for the third time. FAILING THE NCLEX READINESS EXAM FOR THE THIRD TIME, REPRESENTS AUTOMATIC DISMISSAL FROM THE PROGRAM.
- The graduation date for students who pass the NCLEX Readiness Exam will be considered to be the first time they attempted to take it.

24. Make-Up Work Policy & Repeating Courses

Students who are unable to complete work by the end of the course may be granted an incomplete grade (I) with the instructor's approval. Make-up work policy is granted on a case-by case basis. Arrangements must be completed with a two (2) week time frame from the end of the course. Failure to make such arrangements without administrative approval will result in a failing grade.

A course in which a letter grade of D or F has been earned may be repeated for grade point average purpose at the student's expense. The highest grade is included in the computation of the cumulative grade point average at CENSA International College. Students who repeat a course for which they have received a letter grade D or F must notify the Registrar's office for recalculation of their cumulative GPA. A course in which a satisfactory letter grade (e.g., A, B, C) has been earned may not be repeated for grade point average purposes. A course cannot be repeated more than once. If a student fails on their second attempt they cannot repeat it at another Institution and they will be withdrawn from the program.

25. Clock Hour/Credit Hour

A clock hour constitutes 50 minute of directed, supervised instruction and appropriate breaks. Our unit of credit is the semester credit hour.

One semester credit hour equals to: hours of lecture/15+ hours of lab/30+ hours of externship/45

26. Credits Transfer

Transferability of credits earned at CENSA International College is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. CENSA International College reserves the rights to accept credits from other institutions. Acceptance of credits will be determined on a case by case basis



depending on course content, number of hours, how long ago the course was taken and comparability to standards as determined by the admissions committee. Transfer of credits for the nursing program will not be granted for a core course older than 5 years. For all other programs transfer of credits will not be granted for courses older than 10 years. CENSA International College will grant full prerequisite plus general education credits to foreign physicians or professional nurses who want to enroll in the ASN or BSN programs provided that they can submit proof of their credits/degree translated and evaluated by an authorized credential entity. In addition, they must demonstrate the ability to understand, speak and write in the English language by means of an interview with a member of the Admissions Committee or by passing the TOEFL Exam (63 or Higher) or take and pass the Institution's Institutional TOEFL with score of 450 or higher to determine competency in the language or adhere to CENSA International College's policy on learning in a language other than English. The Master's in International Business Administration program will accept no more than 21 transferable Master's level course toward the Master's in International Business Administration degree.

27. Course Coding

When courses are from the General Education component, codes are composed of the initial three letters of the course when it is a single title; when the title has two words then it is composed of the first two letters of the first word and the initial letter of the second word. When the title of the course has three or more words, then the code is composed of the initial letter of the first three words. In all cases codes are followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. English Composition (ENC 100); Chemistry (CHE 204); Medical Surgical Nursing (214).

Program core courses are composed of the first three letters of the particular program. i.e., Hospitality and Tourism Management, (HTM), Nursing, (NUR), followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. Introduction to Nursing (NUR 208); Maternal Child Nursing (NUR 300).

The course codes in the Master's program are coded according to their particular area of study, i.e. Accounting (ACC), Business (BUS), Finance (FIN), etc.; also followed by a numerical representation to designate beginning courses in the program starting with five hundredth and ascending numbers to determine higher level courses.

28. Maximum Transfer Credit Limitation

Students will be granted up to 45 credits towards their ASN and up to 45 credits towards their BSN for coursework completed at any licensed institution or combination of institutions. For the RN to BSN program, CENSA International College will accept up to 60 credits, which will be granted based on an Active RN License. CENSA International College will accept a maximum of 12 credits for any course work completed by an examination, such as a College Level Examination Program (CLEP) approved by the College Board or the Challenge Examinations offered by CENSA International College.



29. Challenge by Examination

CENSA International College allows students to earn credits (up to 12 credits combined with a College Level Examination Program approved by the College Board) by challenging a particular subject in which they feel competent enough to pass a challenge exam. The Challenge by Examination will consist of a competency exam of the particular subject area to be challenged.

Procedure:

To request taking a Challenge by Examination and be able to waive a course in your undergraduate certificate/diploma or degree program at CENSA International College; you need to:

1. Confirm that a Challenge by Examination exists for the course for which you are seeking credit. Contact the Academics Office at your home campus for clarification on courses that are allowed for Challenge by Examination credits.
2. Pay the \$100 fee, per exam, through the Financial Office.
3. Coordinate a date for your Challenge Exam.

Please be aware of the following rules regarding Challenge Exams:

1. Challenge by Examinations is graded as pass/fail regardless of the grade received on the exam.
2. A passing score is considered 75% or higher.
3. You may take the test only once for each course. If you fail the Challenge by Examination, you must register for the course at CENSA International College, and you may not transfer the course into the College to fulfill the requirement.
4. Challenge by Examinations is counted toward a student's total number of credit that is transferred in. Please refer to the maximum number of transfer credit allowed for your program to ensure you are eligible.
5. Students may not take a Challenge by Examination in their final term.

30. Records Keeping

Student records are stored in a fireproof cabinet in the records room which is under lock. Students may request copies of their records such as; Diplomas, Degrees and/or Transcripts, by filling out the Records Request Form. For the corresponding fees the student must contact the Office of the Registrar. Official documents may only be granted if the student has satisfied all financial responsibilities.

Records pertaining to grades, demographics, schedules, etc. are also kept in CENSA International College's Campus Management System (STARS) which meets standards for privacy and surety compliance and can only be accessed using a specific coding system.

31. Library



Students have the use of the library, with up to date books, reference material, audio-visual equipment, and Internet to improve their learning process. With the Internet access students can login to the Library & Information Resources Network (LIRN) to which CENSA International College has a membership and access code for student use. Students may login to LIRN from home using the CENSA International College Student Dashboard webpage. There are a total of sixteen computers in the Miami Campus and eight computers in the Orlando Branch in the library available to students. Each computer has bookmarked different Repositories and Databases to conduct research for Reference Material. The Library is available at student's disposal in the following schedule: Monday-Friday: 9am-5:30pm; Saturday and Sunday: Closed. (Except when there are scheduled activities)

32. Class Size

In order for students to receive individualized attention, class size is small and generally will not exceed 20 in the classroom and 20 students in the lab. The ratio for online classes is 20:1. Class size may also vary according to programmatic requirements.

33. Placement Services

The College will provide students with placement assistance, which will consist of identifying employment opportunities and advising students on appropriate means of attempting to realize these opportunities. All job opportunities are posted in CENSA International College's Student Dashboard webpage and in the Student Bulletin Board on sites. CENSA International College has not made and will not make any guarantees of employment or salary upon graduation.

34. Tutoring

CENSA International College instructors are always available to tutor students who feel that they need additional assistance outside of normal classroom hours.

35. Leave of Absence

The student must submit a written request for a leave of absence to CENSA International College. A leave of absence will be granted only when there is a reasonable expectation that the student will return to the College at the expiration of leave of absence. A leave of absence cannot be longer than 3 months. Students taking an approved leave of absence will not incur any additional charges upon returning to school. However, any student who fails to return to class at the end of an approved leave of absence will be withdrawn from CENSA International College, and the refund policy will apply. If the student wishes to re-enroll or withdraws without a notice, a re-enrollment fee will be charged.



36. Attendance

Regular class attendance is essential to proper academic progress and is expected. At CENSA International College, satisfactory attendance is considered to be a vital part of each student's performance. Absences could result in a lower achievement rating and undesirable record. Absences in excess of ten (10) percent of the class hours, for any subject, will cause the student to be ineligible to take the final examination in that course. In order to be reinstated in the class, the student must take an evaluation of their abilities and performance given by the instructor. Such determination will be made on an individual, case-by-case basis. Absences in excess of ten (10) percent of the duration of the course will also result in issuing an academic warning.

37. Satisfactory Academic Progress Policy

The student must maintain satisfactory academic progress according to school policy. Students falling below the minimum passing grade of "C" or in danger of failing will be called for an advising session. Academic progress will be monitored by the instructor of each program on an Academic Progress Report. Both practical and written examination must have a minimum passing grade of "C". Students who fall below the passing grade are permitted to retake the examination(s) within a reasonable timeframe established by the instructor. If the student fails the examination(s) the second time, he/she will be called for advising by the Dean of Education and will be placed on academic probation for thirty (30) days.

Score	Letter Grade	GPA
90-100	A	4.00
80-89	B	3.00
75-79	C	2.00
60-74	D	1.00
Below 60	F	0.00

A. DEFINITIONS

1. Attempted Credits – The attempted credits are defined as all credits by courses in which the student is enrolled officially. The validated course credits by transfer from another program of the Institution or another Education Institution will be considered as attempted credits.
2. Approved Credits – The approved credits are defined as the course credits attempted in which the student obtain a grade of A, B, C or an incomplete of A, B or C. The credits of failed courses (D or F) not approved or abandoned (drops) will be considered in the count of attempted credits but not in the approved credits. The obtained credits by validated courses by transfer from another program of the Institution or another Education Institution with grades of A, B or C will be considered as attempted and as approved credits.



3. Accumulated Credits – Accumulated Credits are defined as the total credits that a student has accumulated since their enrollment in CENSA International College, represented by the following: A, B, C, D, F the accumulated hours determine the minimum index or average required. In the evaluation of approved and accumulated credits it is required that the student maintains an academic index consistent with the graduation requirements established by the institution.
4. Full Time Student – A student must complete 9 credits at a minimum at the end of each semester to be qualified as a full time.
5. Term – Term is defined as a study period of no less than nine weeks of instruction, where at least one week corresponds to final exams.
6. Maximum Time of Completion of Study Programs – The Maximum Time of Completion of Study Programs is defined as the time that is allowed to a student to complete their study program.
7. Academic Load – Quantity of credits enrolled in a given semester.
8. Regular Student – The regular students are defined as those that comply with the satisfactory academic progress and with the approved credits percentage corresponding to their evaluation period.
9. Non-Regular Student – The non-regular students are defined as those that do not comply with the satisfactory academic progress or with the percentage of approved credits corresponding to the evaluation period. During their time classified as a Non-Regular Student, the student may only repeat courses and tutoring and will be obligated to pay the enrollment charges corresponding to those courses.
10. Readmitted Student- The readmitted students are defined as a student that has passed through the process of readmission after having interrupted their studies.
11. Quantitative Measure- The student must complete the 67% of the attempted courses during their enrollment period.
12. Qualitative Measure - The student should obtain the accumulated grade average in the attempted courses in accordance to the structure of the General Accumulated Progress established by the Institution that promotes the student graduate with no less than 2.00 of the General Accumulated Progress.
13. Incomplete
 - 13.1. The student will receive a provisional grade of Incomplete only for a justified absence to an exam or final work and if he or she has a minimum of partial grades.
 - 13.2. The final exam will be offered or the final work will be accepted only for students who have the opportunity of obtaining a minimum final grade of “D”.



- 13.3. It will be the student's responsibility to make the necessary arrangements with the Professor and the Academic Director of each campus to determine how to take the exam or turn in the final work and remove the Incomplete.
- 13.4. The Incomplete (I) may be removed if the student completes the work required in the academic session within (1) one academic semester of the first day of class of the following session and according to the dates established in the academic calendar.
- 13.5. A student receiving Incomplete in one or more courses does not achieve academic progress. Once the Incomplete is removed, according to institutional policies, financial aid will be reinstated, only if it is within the dates established by the Federal Government for assigning financial aid.
14. Withdrawal- Courses in which the student applies for partial or total withdrawal during the period established by the Institution for withdrawals with reimbursements will affect the academic progress of the student. In the event of a partial withdrawal, the student will be classified in the category he or she is in at the end of the withdrawal with reimbursement period.

B. SATISFACTORY ACADEMIC PROGRESS NORM

Qualitative Element

1. The qualitative element measures the student's academic progress. The student will be evaluated using an average or accumulative academic index conforming to the indication of the Academic Progress Table specified below:

ACADEMIC PROGRESS TABLE	
STUDY SEMESTER	REQUIRED ACCUMULATIVE INDEX
1	1.40
2	1.60
3	2.00
4	2.00
5-8	2.00

2. The achievement of this norm will be evaluated each study period using the last average available at the end of each period. For readmission cases the qualitative element will be evaluated using the academic data accumulated from the student's last study term.

3. For the Academic Index determination the following grades will be taken under consideration: A, B, C, D, and F.

4. For the academic index sum the following annotations will not be considered:

I= Incomplete W = Withdrawn



Quantitative Element

The measurement of the quantitative element will be done at the end of each academic term. For readmission cases the qualitative element will be evaluated using the academic data accumulated from the student's last study term.

C. EVALUATION PERIODS

The Satisfactory Academic Progress (SAP) of the student will be evaluated when they finish each term or they finalize a pay period. The SAP is calculated using all the required elements: quantitative, qualitative and the maximum time permitted.

CENSA International College performs a periodic evaluation of student performance after each class is completed. At the end of each period of the academic performance the student receives a notice on their academic progression in the term and it is referred to academic counseling if it is necessary. This periodic evaluation of performance is completely independent of the evaluation of SAP and only has the purpose of assisting and aiding the student in succeeding in the study term.

Maximum Time of Study Program Completion

The maximum time for a student to complete a program offered by CENSA International College is a one and half time (1.5) of duration that normally is what the student will take to approve the total of credits required by the program. For example, in a program of 76 credits the maximum time will be the equivalent of 114 attempted credits ($76 \text{ credits} \times 1.5 = 114 \text{ attempted credits}$). If the student does not complete the program in the maximum time permitted (150%), the student will be suspended for non-compliance of the requirement of Maximum Time established to complete their study program.

38. Academic Warning or Probation

If the student falls below the criteria listed above, he/she will be placed on a thirty-day probationary period. At the end of the probationary period, if the student has not satisfied the specified requirements, he/she will be terminated from the school. Students meeting this requirement at the end of the probationary period will be removed from this status.

SUSPENSION

If the student fails to raise their GPA or the amount of credits approved, they will be suspended from continuing the program and they will be converted to a non-regular student.

PROBATION



At the end of the Warning period, if the student fails in obtaining a satisfactory academic progress, they are suspended; if the student appeals the suspension status and the Satisfactory Academic Progress Committee considers their appeal in a favorable manner they are granted a Probation Status.

APPEALS

If the student is suspended by noncompliance of the academic progress requirements after the Warning period, they will have the right to appeal to the Academic Committee. This committee is constituted by the Campus Director, Program Director and the Registrar of the Campus. The committee evaluates the appeal in writing and determines if mitigating circumstances exist to consider the student's petition.

APPEAL PROCEDURE

1. The student should submit the written appeal to the committee, via the Program Director and within the period of late enrollment of the immediate instructional period after receiving the suspension, stating the reasons why he/she did not meet the SAP standards. The Appeal Grounds has to be based on Mitigating Circumstances as stated by the Institution: Mitigating Circumstances as defined by the Institution are:

- a. Student Illness or accident
- b. Death in the family
- c. Family Illness or accident
- d. Student's mental or emotional condition
- e. Pregnancy

2. The student is required to present documentation to sustain their justification (health certificate, pregnancy, death of the family member, hospitalization treatments, among other special circumstances) and what has changed in the condition if applicable, that will allow them to make SAP.

3. The committee will evaluate the petition and determine if the case will be considered. If the decision is favorably considered, the committee will grant student authorization to continue studying in the immediate academic term. The committee decision will be communicated to the student within three business days.

4. If the student is authorized to return, they will undergo in an academic plan that will ensure that the student is able to meet the SAP standards by a specific point of time.

5. If at the end of the academic plan period the student does not meet the SAP standards, he/she will be suspended permanently without a right to appeal.

Second Appeal



If the student fails to meet the SAP standards at the end of the academic plan period for a different reason why he/she was placed in probation in the first place occur, the student may have the opportunity for a second appeal and a second probation status. The Academic Committee will evaluate the written appeal and determine if the student's petition may be considered.

Reinstallation Policy

If after the evaluation of the probation period, the student shows progress, he/she could be reinstated as a regular student.

In any of these circumstances the student may exceed the stipulated time frame of time and a half (150%) of the program be it as a regular student or a student under probation.

E. TRANSFER STUDENT RULES

1. To determine the eligibility of a student in their first study term, it will be assumed that they are complying with a satisfactory academic progress at the moment of admission.
2. The credits of validated classes by the program transfer from the institution or any other educational institution will be considered as attempted credits.
3. The satisfactory academic progress of the transfer students will be evaluated in accordance to the rules that were put in place for the students of their same classification.

TRANSFER OF CREDIT POLICY

Transferability of credits earned at CENSA International College is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. CENSA International College reserves the rights to accept credits from other institutions. Acceptance of credits will be determined on a case by case basis depending on course content, number of hours, how long ago the course was taken and comparability to standards as determined by the admissions committee. Transfer of credits for the nursing programs will not be granted for a course older than 5 years, for all other programs transfer of credits will not be granted for a course older than 10 years. CENSA International College will grant full prerequisite credits to foreign physicians or professional nurses who want to enroll in the ASN or BSN programs provided that they can submit proof of their credits/degree translated and evaluated by an authorized credential entity. In addition, they must demonstrate the ability to understand, speak and write in the English language by passing the TOEFL Exam (63 or Higher) or take and pass the Institution's Institutional TOEFL with score of 450 or higher to determine competency in the language or adhere to CENSA International College's policy on learning in a language other than English. The student must begin the application of transfer credit at the Admissions Office no later than ten (10) workdays from the first class start date of the institution. The student must submit an official transcript from the other Institution as part of the process.

The transferred credits will figure with the grade obtained represented in the student transcript of the Institution from where the student has transferred and it will be considered for the grade point average (GPA).



MAXIMUM TRANSFER CREDIT LIMITATION

Students will be granted up to 45 credits towards their ASN and up to 45 credits towards their BSN for coursework completed at any licensed institution or combination of institutions. For the RN to BSN program, CENSA International College will accept up to 60 credits, which will be granted based on an Active RN License. CENSA International College will accept a maximum of 12 credits for any course work completed by an examination, such as a College Level Examination Program (CLEP) approved by the College Board or the Challenge Examinations offered by CENSA International College.

This policy also applies to any student who has made a change in program, in accordance to CENSA International College's Change in Program Policy and to students who have graduated from a CENSA International College program and decide to study another program.

39. Institutional Withdrawals/Re-enrollment

A withdrawal is considered official when a student provides the Institution and the instructor the official withdrawal form stating the reason for withdrawal, the beginning date of withdrawal and the tentative re-enrollment date. A withdrawal is considered unofficial when a student is absent from the school for longer than 7 consecutive days and did not inform the Institution or the instructor. When a student tries to re-enroll during a 60-day period after an official withdrawal was submitted, the registration fee will be waived. Past the 60 days the student must pay the registration fee, not including the uniform cost. When a student tries to re-enroll during a 30-day period after an unofficial withdrawal the registration will be waived. Past the 30 days the student must pay the registration fee, not including the uniform cost.

CHANGE OF PROGRAM POLICY

Any student who has started a program of study and by any reason decided to change to another program should initiate the process of change in program at the Registrar's Office. The student should withdraw from the first program and request admission to the new program. The student may apply for transfer of credit in accordance to Transfer of Credit Policy. If a student changes programs or adds additional credentials, SAP is calculated using only the courses in the new program.

CONCENTRATION DECLARATION

The student will make his/her program proposal at the moment of admission to the Institution. In order to make the program proposal, the student will receive professional and academic orientation on program requirements during the initial conference given to all students of first year enrollment. Once oriented and admitted, the student will be referred to the corresponding program to receive academic counseling.



The student may apply for change of program and concentration during the period stipulated by the institution for changes in programs and application for the corresponding form at the Registrar's Office.

All changes in concentration must be approved by the Program Director.

If a student wishes to begin their studies without declaring a specific concentration, then the student will have the classification of "Undeclared" for a maximum time of one academic year, when declaration of a specific study program is required.

40. Academic Integrity

Academic integrity means that students do their own work and they abide by the academic policies set forth by the faculty for admission, progression, and graduation from the program. Behaviors that would represent a failure to meet this expectation would include but not limited to the following:

1. Representation of another student's work as one's own
2. Plagiarizing work without proper citation or references to the original author
3. Copying another student's test answers
4. Inability to follow academic policies and/or knowingly assisting others to participate in academic dishonesty.

The penalties for academic dishonesty are described in the Dismissal and Unsatisfactory Conduct Policy. It is expected that students will interact in a non-discriminatory manner, honor the rights of others, demonstrate a commitment to honesty, and endeavor to manifest the goals and mission of CENSA International College. It is the student's responsibility to review and abide by policies as listed in the College Catalog.

**The faculty reserves the right to use an electronic plagiarism detection system for all written assignments.

41. Dismissal and Unsatisfactory Conduct Policy

A student may be dismissed from CENSA International College for disregarding administrative policies. Causes for dismissal include:

- Failure to meet minimum standards.
- Non-criminal, disruptive or otherwise inappropriate conduct.
- Non-payment for services rendered by CENSA International College.
- Conduct prejudicial to the class, program, or school.
- Willful destruction or defacement of the school or student's' property.



- Improper or illegal conduct.
- Use or possession of alcoholic beverage or illegal drugs in school.
- Being under the influences of alcoholic beverages or illegal drugs while in school.
- Failure to maintain Academic Integrity (plagiarism, cheating, doing work for others, sharing individual exam material with other students, presenting work previously submitted)
- **Failure to pass the NCLEX preparation exam on the third attempt.**

42. Grievance Policy

The first step students should take when they have a grievance is to speak to the Instructor. If the issue is unresolved then students should speak with the Academic Affairs Director. The Academic Affairs Director will meet with the persons involved and will respond with a decision to the complaint in writing within a period of two (2) workdays from the date the complaint was received. If the complainant is not satisfied with the decision, he/she could appeal in writing to the Program Director within the next five workdays from the date he/she received the Academic Affairs Director's response. The Program Director will evaluate the situation and, if necessary, will call for an informal hearing and answer to the complainant in writing during the next two (2) workdays from the date of the appeal, or the informal hearing, whichever is last. If the complainant is still not satisfied with the decision, he/she could appeal in writing to the Campus President within the next five workdays from the date he/she received the Program Director's response. The Campus President will evaluate the situation and, if necessary, will call for another informal hearing and answer to the complainant in writing during the next two (2) workdays from the date of the appeal, or the informal hearing, whichever is last. If the complainant is still unsatisfied with the response after they have exhausted this chain of command they can be further pursue their complaint with the Commission for Independent Education at, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, Tel. (850)-245-3200, Toll Free (888)-224-6684.

43. Electronics Use

Audio or video recording of lectures and exam reviews is not permitted in order to protect the confidentiality of the health information discussed in class, and to prevent unethical behavior. If recording of the class is required due to a learning disability, this must be cleared through the Director of Education at CENSA International College and special arrangements will be made accordingly. Students and faculty frequently discuss personal, family, and patient encounter health information and thus the information must be protected as part of the HIPAA requirements for the school. beepers and cell phones are to be maintained on vibrate while in class and kept stored in the student's bag. Laptops are only to be used for taking notes on the educational material being discussed in class, and for other purposes outlined by the instructor. Any student found to be viewing websites not pertaining to class (e.g. Facebook) will have their laptop privileges revoked for the remainder of the course, and will be referred to the Academic Affairs Department.



44. Parking and Traffic Regulation

Parking and traffic regulations must be observed by all students for protection and organization purpose. In the Miami Campus, students and faculty can park in any parking site available at the school's parking lot. In the Orlando Branch, students and faculty can park in any parking site of the Hoffner Commerce Center that does not have a specific suite number or that has the suite number that correspond with the school (20A).

45. Special Requirements or Limitations Policy

CENSA International College does not discriminate for admissions or employment based on any disabilities or special requirements. The school will maximize efforts to provide appropriate accommodations based on building's structure and resources available.

46. Hours and Operations

School is in session throughout the year, with the exception of the holidays listed on the observed school holidays. Morning classes are from 9:00 am to 1:00 pm from Monday through Thursday. Afternoon classes are from 1:00 pm to 5:00 pm on Monday through Thursday. Evening classes are from 6:00 pm to 10:00 pm from Monday through Thursday. Administrative Offices are opened Monday through Thursday 8:30am to 7:00pm and Friday 8:30 am to 5:00 pm.

47. General Emergencies

In the event of any emergency (i.e. hurricanes, tornados, terrorist threats, severe weather conditions, etc.) CENSA International College will observe the county's emergency protocol, as they are made public. If closure of the College is needed due to an emergency, CENSA International College will adhere to the local Public School closure schedule. If the school is closed classes as well as clinicals are considered cancelled and make-up hours will be expected from students to meet course completion requirements.

48. Catalog Availability

The Catalog is readily available at the college website (www.censacollege.com) on a downloadable PDF Format. A printed copy of this catalog is also available at the Admissions Office in each Campus.

49. Special Requirements Regarding Criminal Records



Certain careers or professions require that students have clearance of their criminal records before they are able to practice. It is the student's responsibility to ensure that there is no criminal record that interferes with the practice of their profession they are learning at the school. Before attending clinical rotation sites, students must present Level I background clearance done within the last six months.

50. Learning in a Language OTHER than English

The BSN, RN to BSN, Hospitality and MBA programs are available in English or Spanish. Enrollment in a program taught in a language other than English can lessen your probabilities of getting a job in the field and passing the board exam (if applicable). Students who enroll in programs taught in a language other than English and that require passing a license in English MUST enroll in the College's English as a Second Language Continuing Education course before commencing or concurrently with their chosen career or show proficiency in the English language by passing the TOEFL exam with a passing score of 63 or higher.

51. Distance Education

The goal of CENSA International College with distance education is to utilize the online tools and be part of the globalization of education. The world of education is changing and Distance Education is the tool we are offering the students in order for them to reach their educational goals through non-traditional methods. The ability for the student to choose the delivery of content provides alternatives for lifestyles convenience in completing their studies. Course objectives, content, and assessments are typically the same, regardless of the mode of delivery.

The following programs are available on line:

BSN, RN to BSN, Masters in International Business Administration, and Hospitality and Tourism Management.

The personnel below will be in charge of accurately delivering the program.

In conjunction with the Program Director, the Campus Director is responsible for overseen the Distance Education Program operations. Other responsibilities include staff and faculty selection; assist with curricula selection and compliance with state and federal laws.

Program Directors are responsible for overseeing the Distance Education Programs, faculty, staff and students; are also involved in the faculty selection, implementation of curricula, and faculty supervision.



The IT Coordinator is in charge of providing distance education training to faculty, implementing of platform and uploading all curricula. The IT also provides trouble shooting related to IT issues for faculty and students.

Faculty will be trained in how to utilize the platform during faculty orientation which include but is not limited to, provide information and access to faculty on faculty orientation webinar, open and utilize email account, the faculty dashboard, conduct classes on line, how to communicate with and reply to students, and how to view submitted material and how to utilize the grading system. Faculty will also be trained in how to conduct live lectures.

In addition to having access to all campus administrative resources (including the library's full- text online databases), online students have 24-hour Help Desk assistance to resolve any connection or technological issues. The college uses the MOODLE Web-learning management system that enables educators to manage course materials and to communicate with students. With MOODLE, students can take or submit surveys, quizzes, essays, and tests; send and receive e-mail with their instructor; post messages to threaded discussions and chat rooms; can create groups and teams for project or committee work; and upload assignments using online drop boxes. The MOODLE platform connects with the CENSA International College Campus Management system, S.T.A.R.S, to which students may also access to check their progress and grades at any time during a course.

Prior to taking their first online course, students are required to watch the mandatory New Student Orientation Videos detailing onsite office hours, Support Staff information, Online LIRN access, STARS Student Portal virtual tour, Student Dashboard virtual tour and Moodle Platform introductory virtual tour. Additional to these videos students receive an Online Student Manual (Appendix D) sent to their Institutional e-mail which also discusses the particular effort and time required for online learning, effective strategies for success online, and describes the hardware and software students are required to have available at home to be able to participate in an online classroom.



52. Programs Offered / Course Descriptions: see following courses

A. Nursing Assistant

(This program is NOT offered in the Orlando Campus)

Program Objective

The objective of the Nursing Assistant program is to:

- Explain how the health care team works together to provide holistic care.
- List the members of the nursing team and describe the role of each member.
- List and discuss the patient's rights as set forth in *A Patient's Bill of Rights*.
- Describe what a "professional" looks like and how a professional behaves.
- Describe two major forms of communication and give examples of each.
- Discuss techniques that promote effective communication.
- Discuss the methods for recording and reporting information in a health care setting.
- Discuss aspects of the physical environment that affect safety and comfort.
- Discuss the normal changes of the body relating to aging.
- Describe how to care for the client with prosthesis.
- Demonstrate how to provide personal care and hygiene.
- Demonstrate how to perform tasks associated with elimination and hydration.
- Demonstrate how to perform tasks associated with maintaining mobility and use of assistive devices.
- Discuss how to perform tasks associated with resident socialization, leisure activities, reality orientation, and validation techniques.
- Demonstrate how to perform tasks associated with end of life and post mortem care.

Program Description

The Nursing Assistant program introduces the student to all aspects of providing care to the patient/client in the acute, community or home setting that involves knowledge of the human body function and structure, safety, basic care, special care concerns and the healthcare environment.

Duration: 3 Weeks

Requirements for Course Completion

Prior to completion student must successfully pass each course as listed in the Course Listing with a minimum of a "C" (75%). Upon meeting the requirements the student will be awarded a Diploma.

Course Listing

When courses are from the General Education component, codes are composed of the initial three letters of the course when it is a single title; when the title has two words then it is composed of the



first two letters of the first word and the initial letter of the second word. When the title of the course has three or more words, then the code is composed of the initial letter of the first three words. In all cases codes are followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. English Composition (ENC 100); Chemistry (CHE 204); Medical Surgical Nursing (214).

Program core courses are composed of the first three letters of the particular program. i.e., Hospitality and Tourism Management, (HTM), Nursing, (NUR), followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. Introduction to Nursing (NUR 208); Maternal Child Nursing (NUR 300).

The course codes in the Master’s program are coded according to their particular area of study, i.e. Accounting (ACC), Business (BUS), Finance (FIN), etc.; also followed by a numerical representation to designate beginning courses in the program starting with five hundredth and ascending numbers to determine higher level courses.

Course Number	Program Course Title	Clock Hours	Services
NUA 101	Introduction to Healthcare	8	
NUA 102	The Human Body, Structure and Function	8	
NUA 103	Safety	8	
NUA 104	Basic Patient and Resident Care (32 classroom hours; 16 laboratory hours)	48	
NUA 105	Special Care Concerns (HIV/AIDS)	8	
NUA 106	Externship (40 clinical hours)	40	
	Program Total	120	

Program Cost

Program Tuition:	\$ 674.00
Registration Fee:	\$ 50.00
Books & Supplies:	\$ 50.00
Uniform:	\$ 25.00
Total Cost:	\$ 799.00
Duration:	120 Clock Hours



Course Descriptions

NUA 101 Introduction to Healthcare

This course is designed to teach the student and prepare them for tasks associated with compliance with resident's/patient's rights, daily documentation of certified nursing assistant services provided to the resident, resident socialization, leisure activities, reality orientation, and validation techniques.

NUA 102 The Human Body, Structure and Function

This course is designed to teach the student about basic body structure and function, common disorders, rehabilitation and restorative care.

NUA 103 Safety

This course is designed to teach the student and prepare them for tasks associated with compliance with resident's/patient's rights and maintaining environment and resident safety such as: infection control, workplace safety, use of restraints, patient and resident safety including handling of blood and body fluids and cleaning resident care areas.

NUA 104 Basic Patient and Resident Care

This course is designed to teach the student and prepare them for tasks associated with personal care; tasks associated with the use of assistive devices; tasks associated with maintaining mobility; tasks associated with nutrition and hydration; tasks associated with elimination; tasks associated with gathering data; recognition of and reporting of abnormal resident findings, signs and symptoms.

NUA 105 Special Care Concerns

This course is designed to teach the student and prepare them for tasks associated with end of life care and with post mortem care. The caring for clients of dementia, developmental disabilities, cancer, HIV/AIDS, clients having surgery and clients in home environment.

NUA 106 Externship

This field study consists of 40 hours of satisfactory, acceptable work experience in the patient care industry. Discussion expands and integrates the work experience to enhance patient care knowledge and skills.



B. Associate of Science in Nursing

Program Objective:

The objective of the Associate Degree Nursing program is to provide students with the appropriate didactic theory and hands-on skills required to prepare them for nursing positions in health care centers, clinics and facilities. Students will be prepared to successfully pass RN licensure and practice their skills in a safe, competent, ethical and professional manner.

Program Description:

The Associate Degree in Nursing is composed of 15 General Education credits and 16 Prerequisites credits in core areas. In addition, 45 credits on Nursing on a total of 24 months. This program will enable the students to perform effectively as nurse by putting into practice the knowledge and skills learned side by side with the faculty in the classroom, lab and clinical settings. The students will be equipped with the professional, ethical and management skills to make a difference in the lives of those they care and to positively affect the medical system.

Duration: 24 Months

Requirements for Course Completion

Prior to completion student must successfully pass each course as listed in the Course Listing with a minimum of a “C” (75%). Upon meeting the requirements the student will be awarded an AS Degree.

Course Listing

When courses are from the General Education component, codes are composed of the initial three letters of the course when it is a single title; when the title has two words then it is composed of the first two letters of the first word and the initial letter of the second word. When the title of the course has three or more words, then the code is composed of the initial letter of the first three words. In all cases codes are followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. English Composition (ENC 100); Chemistry (CHE 204); Medical Surgical Nursing (214).

Program core courses are composed of the first three letters of the particular program. i.e., Hospitality and Tourism Management, (HTM), Nursing, (NUR), followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. Introduction to Nursing (NUR 208); Maternal Child Nursing (NUR 300).

The course codes in the Master’s program are coded according to their particular area of study, i.e. Accounting (ACC), Business (BUS), Finance (FIN), etc.; also followed by a numerical representation to designate beginning courses in the program starting with five hundredth and ascending numbers to determine higher level courses.

General Education / Prerequisite Courses:

Course Number	General Education Course Title	Credit Hours	Services
ENC 100	English Composition	3	



COA 101	College Algebra	3	
EFC 102	Effective Communication	3	
PSY 103	Psychology	3	
HGD 104	Human Growth & Development	3	
	General Education Total	15	

Course Number	Prerequisites Course Title	Credit Hours	Services
HAE 111	HIV/AIDS Education	1	
HAP 200	Human Anatomy & Physiology I	3	
HAP 201	Human Anatomy & Physiology Lab I	1	30
HAP 202	Human Anatomy & Physiology II	3	
HAP 203	Human Anatomy & Physiology Lab II	1	30
CHE 204	Chemistry	3	
CHE 205	Chemistry Lab	1	30
MIC 206	Microbiology and Infection Control	3	
	Prerequisites Total	16	90

Program Core Courses

Course Number	Program Core Course Title	Credit Hours	Services
	Nursing - First Term		
NUR 208	Introduction to Nursing	3	
NUR 209	Introduction to Nursing Lab & Clinical Skills	3	90
NUR 210	Health Assessment	1	
NUR 211	Health Assessment Lab	2	60
	Total	9	150
	Nursing - Second Term		
NUT 212	Nutrition	2	
NUR 213	Pharmacology Applied to Health Sciences	3	
NUR 214	Medical Surgical Nursing	5	
NUR 215	Medical Surgical Nursing Clinical	5	150
	Total	15	150
	Nursing - Third Term		
NUR 300	Maternal Child Nursing	3	
NUR 301	Maternal Child Nursing Clinical	3	90
NUR 302	Pediatric Nursing	3	
NUR 303	Pediatric Nursing Clinical	3	90
	Total	12	180
	Nursing - Fourth Term		
NUR 304	Community Nursing Clinical	3	90
NUR 305	Psychiatric Nursing	2	



NUR 306	Psychiatric Nursing Clinical	2	60
NUR 307	Professional Nursing and Leadership	2	30
	Total	9	180
	Nursing Core Courses Total	45	660
	ASN Program Total:	76	750

Program Cost

Program Tuition:	\$ 29,900.00
Registration Fee:	\$ 100.00
Total Cost:	\$ 30,000.00
Duration:	76 Credit Hours

*Books are required and can be purchased by the student or ordered through the school.

Course Descriptions

ENC 100 English Composition

This course is designed to teach the student and prepare them for college writing. Students will compose essays and other works using various methods of development.

COA 101 College Algebra

This course introduces the student to the concept of algebra. The student will simplify or perform operations on signed numbers, radicals, and expressions containing exponents, graph linear equations and solve related applications.

EFC 102 Effective Communication

This course is designed to use communication theories, models and terms to teach the student effective communication skill. The student will learn the basic principles of speech making and public interaction in order to develop and strengthen their own skills.

PSY 103 Psychology

This course will introduce the students the basic concepts of psychology and how they can be applied to the field of nursing. Psychosocial stages of development will be studied and discussed as well as how psychology works from basic theories and principles, through research, understanding and explaining results, to the actual application of psychological techniques.

HGD 104 Human Growth And Development

The study of Human growth and development can help the students understand the various stages from birth to death, following the development of motor, language and cognitive capacities from the beginning of life to its end. Students will learn about the different diseases at various cross-sectional stages/ages of life that relate directly to the description of the development of physical or mental processes. Emphasis is focused on how to generate questions when talking to or hearing about a patient's illness depending on what stage of life the patient is going thru.



HAE 111 HIV/AIDS Education

This course covers the main aspects of this infectious disease such as most recommended methods of prevention, most effective treatments available today, facts about myths surrounding HIV/AIDS infection and list of routes by which the virus can be transmitted for one individual to another.

HAP 200 Human Anatomy And Physiology I

This course provides students with basic knowledge of the normal structure and function of the human body. Major content focuses on the interrelations among the organ systems and the relationship of each organ system to homeostasis. Upon completion of this course, students will be able to demonstrate basic knowledge of body system, their interrelationship and associated medical terminology.

HAP 201 Human Anatomy and Physiology Lab I

This lab is designed to complement HAP 112 (Human Anatomy and Physiology I) and helps students apply what they have learned in a lab setting. **Prerequisite: HAP 200**

HAP 202 Human Anatomy And Physiology II

This course offers a detailed study of the anatomy and physiology of the circulatory, immune, respiratory, digestive, urinary and reproductive systems. Students will gain factual knowledge (terminology, classifications, methods and trends) about human anatomy and physiology. They will integrate fundamental principles, generalizations, or theories of human anatomy into their repertoire of nursing skills needed to perform a professional assessment. **Prerequisite: HAP 200-HAP 201**

HAP 203 Human Anatomy And Physiology Lab II

This lab is designed to complement CNP 113 (Human Anatomy and Physiology Lab I) and helps students apply what they have learned in a lab setting. **Prerequisite: HAP 202**

CHE 204 Chemistry

This course will provide the student with the basic principles of modern chemistry including basic measurements, chemical bonding, chemical reactions, and concentrations of solutions as it applies to nursing.

CHE 205 Chemistry Lab

This course is designed to complement CNP 116 (Chemistry) and will reinforce to students what they have learned in lecture in a lab setting. **Prerequisite: HAP 204**

MIC 206 Microbiology and Infection Control

This course provides students with a sound scientific foundation in epidemiology, microbiology and continuous improvement theory that will allow them to successfully apply these principles to the day-to-day practice of infection control. Emphasis is focused on practical applications in a wide variety of health care settings and subjects such as HIV/AIDS, hospitals, long term care, home care and ambulatory care setting.

NUR 208 Introduction to Nursing



This introductory course provides the student with an initial view to the health care system and nursing as a profession. The student will learn about parts of the nursing process and how to utilize them in the implementation of nursing technologies designed to promote optimum care. In addition, the student will learn to apply knowledge from behavioral and biological sciences in formulating a scientific rational foundation for nursing practice as a professional member and care provider. Concepts related to self-care theory, critical thinking, communication and interpersonal skills, health teaching and counseling, community and ethical/legal aspects are introduced.

NUR 209 Introduction to Nursing Lab & Clinical Skills

This course is designed to complement CNR 200 (Introduction to Nursing) and gives students the opportunity to apply nursing concepts by providing explanation, demonstration, and practice of care provider activities necessary and essential to the practice of nursing. Learning experiences are provided in a learning skills lab. . **Prerequisite: NUR 208**

NUR 210 Health Assessment

During this course students will have the opportunity to practice and learn how to take health history and physical examination skills with patients of all ages. Emphasis is placed on analyzing symptoms along with physical, psychosocial, growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and charting findings appropriate to nursing. This course includes clinic simulation practice. **Prerequisite: HAP 200-HAP 201-HAP 202-HAP 203-CHE 204-CHE 205 -MIC 206**

NUR 211 Health Assessment Lab

This lab is designed to complement what was learned in Health Assessment theory and applies the knowledge in a lab setting. **Prerequisite: NUR 210**

NUT 212 Nutrition

This course entails the study of dietary requirements in health and in specific disorders. Students are introduced to basic concepts of nutrition to patients. Topics of discussion include basic principles of digestion and absorption, nutrient function, dietary analysis and food labels, recommended nutrient intakes, nutrition and disease prevention. Energy balance, weight control, and nutrition thought life cycles.

NUR 213 Pharmacology Applied to Health Sciences

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. This course also presents a composite overview of drug classifications and pharmaco-dynamics related to nursing. The most common drugs utilized in drug therapy are investigated as to actions, use, side effects, and nursing applications. **Prerequisite: COA 101- HAP 200-HAP 201-HAP 202-HAP 203-CHE 204-CHE 205-MIC 206**

NUR 214 Medical Surgical Nursing

This course is designed to introduce the nursing student to nursing care of the adult and geriatric client. Moderate and complex alterations to the client's health, including HIV/Aids, will be explored and students will learn to provide care delivery in a variety of settings to include in patient and community.



Students will learn to provide care within specific body systems focusing on meeting the needs of the client, family and community. **Prerequisite: All prerequisites and core courses under NUR 214**

NUR 215 Medical Surgical Nursing Clinical

This course is designed to complement CNC 206 Medical Surgical Nursing and will provide opportunity to apply concepts of nursing and for explanation, demonstration and practice of skills related to medical surgical nursing in a clinical setting. **Prerequisite: NUR 214**

NUR 300 Maternal Child Nursing

This course focuses on the role of the nurse in meeting the physiological, psychosocial, and cultural and development needs of the maternal and child patient. Course content includes ante partum, intrapartum, and postpartum care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alteration. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and pediatric patients in a variety of setting. Students will have the opportunity to see applications of this course in a clinical setting. **Prerequisite: All prerequisites and core courses under NUR 300**

NUR 301 Maternal Child Nursing Clinical

This course provides students with the opportunity to apply concepts of maternal and child nursing. Experiences will be provided in inpatient, long term and community settings focusing on the nurse's role of meeting the needs of the client, family, and community. Students will actively participate in preventive care and maintenance of health projects. **Prerequisite: NUR 300**

NUR 302 Pediatric Nursing

This course includes discussion of growth and development, pathophysiology, pharmacology and nursing care of children/adolescent with specific disorder. Focus will be placed on nursing assessment and treatment as well as family education and their follow up with the patient. **Prerequisite: All prerequisites and core courses under NUR 302**

NUR 303 Pediatric Nursing Clinical

This course provides students with the opportunity to apply concepts of pediatric nursing. Experiences will be provided in inpatient, long term and community settings focusing on the nurse's role of meeting the needs of the client, family, and community. Students will actively participate in preventive care and maintenance of health projects. **Prerequisite: NUR 302**

NUR 304 Community Nursing Clinical

This course is designed to assist the student in applying knowledge of community health resources by managing and understanding the role of the nurse in the community. Students will work side by side with nurses who are in community roles in clinics, home health agencies, outpatient centers, etc. With special focus on the beliefs of the family while providing culturally competent health care that includes health teaching and counseling. **Prerequisite: All prerequisites and core courses under NUR 304**



NUR 305 Psychiatric Nursing

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process. This course is combined with exposure to a clinical setting. **All prerequisites and core courses under NUR 305**

NUR 306 Psychiatric Nursing Clinical

This course is designed to complement CNR 213 (Psychiatric Nursing) and provides the student with the opportunity to practice the concepts learned in a clinical setting. **Prerequisites: NUR 305**

NUR 307 Professional Nursing and Leadership

This course is designed to provide an overview of leadership management concepts and theories necessary for the current healthcare environment. This course focuses on delegation, decision-making, budgeting, legal and ethical aspects, quality improvement, evidence based practice and population based practice. **All prerequisites and core courses under NUR 307**



C. Bachelors of Science in Nursing (On Campus or Hybrid)

Program Objective

Upon completion of the baccalaureate nursing program the graduate will be able to coordinate with the interdisciplinary team to assess, plan, implement, and evaluate safe effective care; deliver holistic care using critical thinking, sound decision making, and effective communication; plan, implement, and evaluate nursing care based on evidence from research and nursing practice; apply leadership and management principles as a novice professional nurse in the effective delivery of nursing care; integrate professional standards and ethical principles into nursing practice; incorporate teaching/learning principles in promoting health for diverse individuals, families, and populations. Evaluate the impact of trends and issues affecting health and access to health care and advocate for persons, groups, and communities based on awareness of ethical and legal issues affecting health care. It integrates technology in planning, delivery, and evaluation of nursing care.

Program Description

The Nursing BSN degree prepares graduates to enter professional positions in a variety of care settings with clients of all ages from diverse populations or for advancement to a graduate degree program in nursing. Baccalaureate graduates are prepared to practice as a generalist across the lifespan and in a variety of settings.

For the Hybrid BSN program students using a computer and an Internet Service Provider (ISP), are able to acquire the lecture content and workload a part of the BSN program the same as in a face-to-face course. Students participate in virtual classroom meetings, review course materials online, and interact with other students and the instructor via e-mail, chat rooms and threaded discussions. They interact with classmates and instructors through online communication tools instead of face-to-face.

During the clinical portion of the BSN program it is required for the student to physically attend the clinical site for this face-to-face component. The clinical site rotation will be coordinated with the Director of Nursing where the student will be sent to a clinical site affiliated with the Institution to fulfill the required clinical hours. This program is offered in English or Spanish. Those students taking the program in Spanish will have to enroll in the school's ESL continuing education course in order to acquire proficiency in the English Language and pass a TOEFL in order to have their name released to the Florida Board of Nursing.

Duration: 48 Months

Requirements for Course Completion

Prior to completion student must successfully pass each course as listed in the Course Listing with a minimum of a "C" (75%). Upon meeting the requirements the student will be awarded a BSN Degree.

Course Listing



When courses are from the General Education component, codes are composed of the initial three letters of the course when it is a single title; when the title has two words then it is composed of the first two letters of the first word and the initial letter of the second word. When the title of the course has three or more words, then the code is composed of the initial letter of the first three words. In all cases codes are followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. English Composition (ENC 100); Chemistry (CHE 204); Medical Surgical Nursing (214).

Program core courses are composed of the first three letters of the particular program. i.e., Hospitality and Tourism Management, (HTM), Nursing, (NUR), followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. Introduction to Nursing (NUR 208); Maternal Child Nursing (NUR 300).

The course codes in the Master's program are coded according to their particular area of study, i.e. Accounting (ACC), Business (BUS), Finance (FIN), etc.; also followed by a numerical representation to designate beginning courses in the program starting with five hundredth and ascending numbers to determine higher level courses.

General Education / Prerequisite Courses:

Course Number	General Education Course Title	Credit Hours	Services
ENC 100	English Composition	3	
COA 101	College Algebra	3	
EFC 102	Effective Communication	3	
PSY 103	Psychology	3	
HGD 104	Human Growth and Development	3	
ICS 105	Introduction to Computer Science	3	
PHI 106	Philosophy	3	
SOC 107	Sociology	3	
AEC 108	Advanced English Composition	3	
General Education Total		27	
Electives			
<i>*must select 6 credits from the following Gen Ed Electives</i>			
CUD 120	Cultural Diversity	3	
GSC 121	Gender and Sexuality in the 21 st Century	3	
CUA 122	Cultural Adaptation	3	
IAP 123	Introduction to Academic and Personal Effectiveness	3	
General Education Electives Total		6	

Course Number	Prerequisites Course Title	Credit Hours	Services
HAP 200	Human Anatomy & Physiology I	3	
HAP 201	Human Anatomy & Physiology Lab I	1	30
HAP 202	Human Anatomy & Physiology II	3	



HAP 203	Human Anatomy & Physiology Lab II	1	30
CHE 204	Chemistry	3	
CHE 205	Chemistry Lab	1	30
MIC 206	Microbiology and Infection Control	3	
ALM 207	Alternative Medicine	2	
	Prerequisites Total	17	90

Program Core Course

Course Number	Program Core Course Title	Credit Hours	Services
Nursing - First Term			
NUR 208	Introduction to Nursing	3	
NUR 209	Introduction to Nursing Lab & Clinical Skills	3	90
NUR 210	Health Assessment	1	
NUR 211	Health Assessment Lab	2	60
	Total	9	150
Nursing - Second Term			
NUT 212	Nutrition	2	
NUR 213	Pharmacology Applied to Health Sciences	3	
NUR 214	Medical Surgical Nursing	5	
NUR 215	Medical Surgical Nursing Clinical	5	150
	Total	15	150
Nursing - Third Term			
NUR 300	Maternal Child Nursing	3	
NUR 301	Maternal Child Nursing Clinical	3	90
NUR 302	Pediatric Nursing	3	
NUR 303	Pediatric Nursing Clinical	3	90
	Total	12	180
Nursing - Fourth Term			
NUR 304	Community Nursing Clinical	3	90
NUR 305	Psychiatric Nursing	2	
NUR 306	Psychiatric Nursing Clinical	2	60
NUR 308	Advanced Pathophysiology for Nursing	4	
	Total	11	150
Nursing - Fifth Term			
NUR 400	Statistical Applications	3	
NUR 401	Epidemiology: Public Health	3	
NUR 402	Healthcare Information and Technology	3	



	Total	9	0
Nursing - Sixth Term			
NUR 403	Evidence-Based Research and Practice	4	
NUR 404	Healthcare Policy and Political Process	4	
NUR 410	Theory Capstone: Leadership and Management	6	
	Total	14	0
	Nursing Core Course Total	70	630
	BSN Program Total:	120	720

Program Cost

Program Tuition:	\$ 47,210.40
Registration Fee:	\$ 100.00
Total Cost:	\$ 47,310.40
Duration:	120 Credit Hours

*Books are required and can be purchased by the student or ordered through the school.

**This program is available onsite and online. Please note, all clinical rotations must be done onsite.

***This program is also available in Spanish (see policy on learning in a language other than English).

Course Descriptions

ENC 100 English Composition

This course is designed to teach the student and prepare them for college writing. Students will compose essays and other works using various methods of development.

COA 101 College Algebra

This course introduces the student to the concept of algebra. The student will simplify or perform operations on signed numbers, radicals, and expressions containing exponents, graph linear equations and solve related applications.

EFC 102 Effective Communication

This course is designed to use communication theories, models and terms to teach the student effective communication with all team members and clients. The students will also learn how to communicate in a concise and compassionate way with client's family members.

PSY 103 Psychology

This course will introduce the students the basic concepts of psychology and how they can be applied to the field of nursing. Psychosocial stages of development will be studied and discussed as well



as how psychology works from basic theories and principles, through research, understanding and explaining results, to the actual application of psychological techniques.

HGD 104 Human Growth And Development

The study of Human growth and development can help the students understand the various stages from birth to death, following the development of motor, language and cognitive capacities from the beginning of life to its end. Students will learn about the different diseases at various cross-sectional stages/ages of life that relate directly to the description of the development of physical or mental processes. Emphasis is focused on how to generate questions when talking to or hearing about a patient's illness depending on what stage of life the patient is going thru.

ICS 105 Introduction to Computer Science

This course is an introduction to computer basics necessary for working with applications in a personal computer object-oriented environment. Topics include the basics of computer input/output devices; finding and using virtual help sources and file management. The course will assimilate significant projects utilizing contemporary word processing, spreadsheet, and presentation graphics software.

PHI 106 Philosophy

This course encourages critical thinking about philosophical tools that concern with concepts, knowledge, and values in healthcare settings. The course is designed to allow the student to analyze and enable moral reasoning in practices through recognition, thinking, assessment and articulation judgment and morals for patient care. The overview of concepts such as health and illness, fidelity of medical practice and informed consent, euthanasia, and questions about authority, responsibility and professional autonomy in the making of healthcare decisions.

SOC 107 Sociology

This course focuses on the overview study of sociology. It defines social interaction, organization, institutions and change with emphasis on the interplay of an individual with society. Students analyze the social influence of social class and institutions, such as churches, education, healthcare, government, economy, and environment. The social structure and family is also examined throughout the course as the basis of understanding structure in society.

AEC 108 Advanced English Composition

This course is designed to build on the general writing skills and techniques students have acquired in English Composition, and to prepare them for completing advanced level writing, analysis, and research tailored to their major discipline and possible future workplace. The student will enhance proficiency in rhetorical writing with additional emphasis on research. Students will strengthen their knowledge of APA (American Psychological Association) 6th Ed. conventions through direct instruction in the use of APA formatting and citation; APA formatting and citation is required in all papers.
Prerequisites: ENC 100

CUD 120 Cultural Diversity

This course is an introductory course to the importance of cultural sensitivity when working with people of different backgrounds at a professional level. Knowledge about different cultures is learned and how cultural habits affects effective communication and hence the delivery of care. Students will



also learn how the health care delivery system can be adjusted to the cultural needs of a client without compromising an effective care.

GSC 121 Gender and Sexuality in the 21st Century

This course is an introductory course to sexuality studies through an interdisciplinary approach. The course will be examining a range of sexual diversity, including gay, lesbian, bisexual, transsexual, intersexual, heterosexual, and queer identities and desires. Through discussion and critical engagement with a variety of texts, materials, and images, the course will provide a chance to explore how various discourses affect how individuals interpret and represent their own sexuality.

CUA 122 Cultural Adaptation

This course discusses human variation, physical and cultural, while examining for its adaptiveness. The cultural perspective on human behavior including case studies, illustrated by ethnographic films and slides, of American cultures will be analyzed. May include some field interviewing. Includes the cross cultural treatment of economic, legal, political, social and religious institutions and a survey of major approaches to the explanation of cultural variety and human social organization in the United States.

IAP 123 Introduction to Academic and Personal Effectiveness

This course explores an individual's thinking to empower oneself, discover opportunities, avoid disastrous mistakes, build wealth, and achieve life goals in academic and personal contexts. The course will build skills to learn how to think with clarity, relevance, logic, accuracy, depth, significance, precision, breadth, and fairness in making decisions of daily academic and personal goals.

HAP 200 Human Anatomy And Physiology I

This course provides students with basic knowledge of the normal structure and function of the human body. Major content focuses on the interrelations among the organ systems and the relationship of each organ system to homeostasis. Upon completion of this course, students will be able to demonstrate basic knowledge of body system, their interrelationship and associated medical terminology.

HAP 201 Human Anatomy and Physiology Lab I

This lab is designed to complement HAP 112 (Human Anatomy and Physiology I) and helps students apply what they have learned in a lab setting. . **Prerequisite: HAP 200**

HAP 202 Human Anatomy And Physiology II

This course offers a detailed study of the anatomy and physiology of the circulatory, immune, respiratory, digestive, urinary and reproductive systems. Students will gain factual knowledge (terminology, classifications, methods and trends) about human anatomy and physiology. They will integrate fundamental principles, generalizations, or theories of human anatomy into their repertoire of nursing skills needed to perform a professional assessment. . **Prerequisite: HAP 200 -HAP 201**

HAP 203 Human Anatomy And Physiology Lab II

This lab is designed to complement CNP 113 (Human Anatomy and Physiology Lab I) and helps students apply what they have learned in a lab setting. . **Prerequisite: HAP 202**



CHE 204 Chemistry

This course will provide the student with the basic principles of modern chemistry including basic measurements, chemical bonding, chemical reactions, and concentrations of solutions as it applies to nursing.

CHE 205 Chemistry Lab

This course is designed to complement CNP 116 (Chemistry) and will reinforce to students what they have learned in lecture in a lab setting. . **Prerequisite: CHE 204**

MIC 206 Microbiology and Infection Control

This course provides students with a sound scientific foundation in epidemiology, microbiology and continuous improvement theory that will allow them to successfully apply these principles to the day-to-day practice of infection control. Emphasis is focused on practical applications in a wide variety of health care settings and subjects such as HIV/AIDS, hospitals, long term care, home care and ambulatory care setting.

ALM 207 Alternative Medicine

This course is designed to provide a multidisciplinary educational experience to the study of complementary and alternative medicine. Alternative approaches to western medicine in modern society will be discussed as well as the implications of it on current medicine. The student will analyze the safety and effectiveness of Complementary Alternative Medicine (CAM) in healthcare practices with inclusion of homeopathic therapies, eastern medicine, herbal supplements, nutrition, and body & mind therapies.

NUR 208 Introduction to Nursing

This introductory course provides the student with an initial view to the health care system and nursing as a profession. The student will learn about parts of the nursing process and how to utilize them in the implementation of nursing technologies designed to promote optimum care. In addition, the student will learn to apply knowledge from behavioral and biological sciences in formulating a scientific rational foundation for nursing practice as a professional member and care provider. Concepts related to self-care theory, critical thinking, communication and interpersonal skills, health teaching and counseling, community and ethical/legal aspects are introduced.

NUR 209 Introduction to Nursing Lab & Clinical Skills

This course is designed to complement CNC 200 (Introduction to Nursing) and gives students the opportunity to apply nursing concepts by providing explanation, demonstration, and practice of care provider activities necessary and essential to the practice of nursing. Learning experiences are provided in a learning skills lab. **Prerequisite: NUR 208**

NUR 210 Health Assessment

During this course students will have the opportunity to practice and learn how to take health history and physical examination skills with patients of all ages. Emphasis is placed on analyzing symptoms along with physical, psychosocial, growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and charting findings appropriate to nursing. This course includes clinic simulation practice. **Prerequisite: HAP 200 -HAP 201 -HAP 202-HAP 203-CHE 204-CHE 205-MIC 206**



NUR 211 Health Assessment Lab

This lab is designed to complement what was learned in Health Assessment theory and applies the knowledge in a lab setting. **Prerequisite: NUR 210**

NUT 212 Nutrition

This course entails the study of dietary requirements in health and in specific disorders. Students are introduced to basic concepts of nutrition to patients. Topics of discussion include basic principles of digestion and absorption, nutrient function, dietary analysis and food labels, recommended nutrient intakes, nutrition and disease prevention. Energy balance, weight control, and nutrition through life cycles.

NUR 213 Pharmacology Applied to Health Sciences

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. This course also presents a composite overview of drug classifications and pharmacodynamics related to nursing. The most common drugs utilized in drug therapy are investigated as to actions, use, side effects, and nursing applications. **Prerequisite: COA 101- HAP 200 - HAP 201 -HAP 202-HAP 203-CHE 204-CHE 205-MIC 206**

NUR 214 Medical Surgical Nursing

This course is designed to introduce the nursing student to nursing care of the adult and geriatric client. Moderate and complex alterations to the client's health, including HIV/Aids, will be explored and students will learn to provide care delivery in a variety of settings to include in patient and community. Students will learn to provide care within specific body systems focusing on meeting the needs of the client, family and community. **Prerequisite: All prerequisites and core courses under NUR 214**

NUR 215 Medical Surgical Nursing Clinical

This course is designed to complement CNC 206 Medical Surgical Nursing and will provide opportunity to apply concepts of nursing and for explanation, demonstration and practice of skills related to medical surgical nursing in a clinical setting. **Prerequisite: NUR 214**

NUR 300 Maternal Child Nursing

This course focuses on the role of the nurse in meeting the physiological, psychosocial, and cultural and development needs of the maternal and child patient. Course content includes ante partum, intrapartum, and postpartum care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alteration. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and pediatric patients in a variety of setting. Students will have the opportunity to see applications of this course in a clinical setting. **Prerequisite: All prerequisites and core courses under NUR 300**

NUR 301 Maternal Child Nursing Clinical



This course provides students with the opportunity to apply concepts of maternal and child nursing. Experiences will be provided in inpatient, long term and community settings focusing on the nurse's role of meeting the needs of the client, family, and community. Students will actively participate in preventive care and maintenance of health projects. **Prerequisite: NUR 301**

NUR 302 Pediatric Nursing

This course includes discussion of growth and development, pathophysiology, pharmacology and nursing care of children/adolescent with specific disorder. Focus will be placed on nursing assessment and treatment as well as family education and their follow up with the patient. **Prerequisite: All prerequisites and core courses under NUR 302**

NUR 303 Pediatric Nursing Clinical

This course provides students with the opportunity to apply concepts of pediatric nursing. Experiences will be provided in inpatient, long term and community settings focusing on the nurse's role of meeting the needs of the client, family, and community. Students will actively participate in preventive care and maintenance of health projects. **Prerequisite: NUR 303**

NUR 304 Community Nursing Clinical

This course is designed to assist the student in applying knowledge of community health resources by managing and understanding the role of the nurse in the community. Students will work side by side with nurses who are in roles in clinics, home health agencies, outpatient centers, etc. With special focus on the beliefs of the family while providing culturally competent health care that includes health teaching and counseling. **Prerequisite: All prerequisites and core courses under NUR 304**

NUR 305 Psychiatric Nursing

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process. This course in combined with exposure to a clinical setting. **Prerequisite: All prerequisites and core courses under NUR 305**

NUR 306 Psychiatric Nursing Clinical

This course is designed to complement NUR 213 (Psychiatric Nursing) and provides the student with the opportunity to practice the concepts learned in a clinical setting. **Prerequisite: NUR 305**

NUR 308 Advanced Pathophysiology for Nursing

This course provides advanced knowledge of pathophysiology as the foundation for nursing management in the health care of adults. **Prerequisite: All prerequisites and core courses under NUR 308**

NUR 400 Statistical Applications



The course is designed to understand statistical concepts and emphasize applications to health care professions. It is important to interpret and evaluate statistics and statistical methods used in published research papers and to make decisions about the appropriateness of specific statistical methods in a variety of settings. Areas of emphasis include introduction to analysis of variance, regression, and graphical presentation; experimental design; descriptive statistics; sampling methods; and z, t, and chi-square.

NUR 401 Epidemiology: Public Health

This course is designed to help students understand ways in which variation in disease occurrence is documented and how that variation is studied to understand causes of disease. The course also covers public health surveillance, outbreak and cluster investigation, community health assessment, screening, evaluation, and other select topics. **Prerequisite: NUR 400**

NUR 402 Healthcare Information and Technology

This course is designed to train students in the kind of computerized health information systems that are being installed by healthcare facilities to date. These IT systems make it possible for health care providers to better manage patient care through secure use and sharing of health information in electronic form. The understanding of electronic systems allows students to review and update a patient's medical history, nursing assessment, medication administration documentation etc. **Prerequisite: ICS 105**

NUR 403 Evidence-based Research and Practice

This course is designed to integrate theory and concepts from health care and nursing that apply to the generation, appraisal, use, and dissemination of research that contributes to safe, effective, and high quality healthcare practice and delivery. **Prerequisite: All prerequisites and core courses under NUR 403**

NUR 404 Healthcare Policy and Political Process

This course introduces the present realities of the healthcare industry, the stages of public policy development, and political activism. It focuses on the shifts and trends that impacts health care today and will affect the new professional nurse by connecting policy and politics to practice. Prepares the student to proactively plan and function in a constantly changing healthcare environment, and empowers students to recognize their professional identities.

NUR 410 Theory Capstone: Leadership and Management

This course is designed for the student to understand their personal development as a healthcare professional and identify goals for transitioning to practice. Leadership skills and life management skills are refined. Advocacy issues in nursing and health care are examined while applying political and legal issues. Students will conduct an independent practicum at area health care facilities with a topic chosen as a main basis of understanding concept management and effective transition to clinical practice at the Bachelor's level. **Prerequisite: All prerequisites and core courses under NUR 410**



D. RN to BSN (On Campus or Online)

Admission Requirements

Admission into the RN to BSN program requires an ASN degree from a Regional Board of Nursing approved program and an active RN license from any US state or territory.

Program Objective

Upon completion of the RN to BSN program the graduate will be able to apply leadership and management principles in the effective delivery of nursing care; integrate professional standards and ethical principles into nursing practice; incorporate teaching/learning principles in promoting health for diverse individuals, families, and populations. Evaluate the impact of trends and issues affecting health and access to health care and advocate for persons, groups, and communities based on awareness of ethical and legal issues affecting health care. It integrates technology in planning, delivery, and evaluation of nursing care.

Program Description

The RN to BSN program has been created for the Associate Degree Registered Nurse who wishes to further their career with a Bachelor of Science in Nursing. Admission to this program is subject to proof of a complete ASN program at a Regional Board of Nursing approved program. Students may transfer up to 60 credits, which will be granted based on an Active RN License. If the student does not meet the requirement they must obtain these credits by means of CLEP, Institutional Challenge by Examination and/or actual courses in CENSA International College before beginning the RN to BSN core requirements. The RN to BSN program is offered in either onsite or online formats.

For the Online RN to BSN program students using a computer and an Internet Service Provider (ISP), are able to acquire the lecture content and workload a part of the RN to BSN program the same as in a face-to-face course. Students participate in virtual classroom meetings, review course materials online, and interact with other students and the instructor via e-mail, chat rooms and threaded discussions. They interact with classmates and instructors through online communication tools instead of face-to-face. This program is offered in English or Spanish.

Duration: 15 Months

Requirements for Course Completion

Prior to completion student must successfully pass each course as listed in the Course Listing with a minimum of a "C" (75%). Upon meeting the requirements the student will be awarded a BSN Degree.

Course Listing

When courses are from the General Education component, codes are composed of the initial three letters of the course when it is a single title; when the title has two words then it is composed of the first two letters of the first word and the initial letter of the second word. When the title of the course has three or more words, then the code is composed of the initial letter of the first three words. In all



cases codes are followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. English Composition (ENC 100); Chemistry (CHE 204); Medical Surgical Nursing (214).

Program core courses are composed of the first three letters of the particular program. i.e., Hospitality and Tourism Management, (HTM), Nursing, (NUR), followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. Introduction to Nursing (NUR 208); Maternal Child Nursing (NUR 300).

The course codes in the Master’s program are coded according to their particular area of study, i.e. Accounting (ACC), Business (BUS), Finance (FIN), etc.; also followed by a numerical representation to designate beginning courses in the program starting with five hundredth and ascending numbers to determine higher level courses.

Students with active RN Licensure will be granted 60 hours of coursework as required per admissions.

General Education Course

Course Number	General Education Course Title	Credit Hours	Services
ICS 105	Introduction to Computer Science	3	
PHI 106	Philosophy	3	
SOC 107	Sociology	3	
AEC 108	Advanced English Composition	3	
CUD 120	Cultural Diversity	3	
GSC 121	Gender and Sexuality in the 21 st Century	3	
		18	
General Education Electives to fulfill the minimum of 18 credits when needed.			
CUA 122	Cultural Adaptation	3	
IAP 123	Introduction to Academic and Personal Effectiveness	3	
	Total	24	

Nursing Core Course

Course Number	Nursing Core Course Title	Credit Hours	Services
NUR 308	Advanced Pathophysiology for Nursing	4	
NUR 400	Statistical Application	3	
NUR 401	Epidemiology: Public Health	3	
NUR 402	Healthcare Information and Technology	3	
NUR 403	Evidence-Based Research and Practice	4	
NUR 405	Holistic Nursing	4	
NUR 404	Healthcare Policy and Political Process	4	
NUR 406	Group Dynamics	4	
NUR 407	Nursing Theory	4	
NUR 408	Economic Concept of Nursing	3	



NUR 410	Theory Capstone: Leadership and Management	6	
	Nursing Core Total	42	
	RN to BSN Program Total	120	

Program Cost

Program Tuition:	\$14,900.00
Registration Fee:	\$100.00
Total Cost:	\$15,000.00
Duration:	120 Credit Hours

*Books are required and can be purchased by the student or ordered through the school.

**This program is available on campus or online.

***This program is also available in Spanish (see policy on Learning in a language other than English).

Course Descriptions

ICS 105 Introduction to Computer Science

This course is an introduction to computer basics necessary for working with applications in a personal computer object-oriented environment. Topics include the basics of computer input/output devices; finding and using virtual help sources and file management. The course will assimilate significant projects utilizing contemporary word processing, spreadsheet, and presentation graphics software.

PHI 106 Philosophy

This course encourages critical thinking about philosophical tools that concern with concepts, knowledge, and values in healthcare settings. The course is designed to allow the student to analyze and enable moral reasoning in practices through recognition, thinking, assessment and articulation judgment and morals for patient care. The overview of concepts such as health and illness, fidelity of medical practice and informed consent, euthanasia, and questions about authority, responsibility and professional autonomy in the making of healthcare decisions.

SOC 107 Sociology

This course focuses on the overview study of sociology. It defines social interaction, organization, institutions and change with emphasis on the interplay of an individual with society. Students analyze the social influence of social class and institutions, such as churches, education, healthcare, government, economy, and environment. The social structure and family is also examined throughout the course as the basis of understanding structure in society.

AEC 108 Advanced English Composition



This course is designed to build on the general writing skills and techniques students have acquired in English Composition, and to prepare them for completing advanced level writing, analysis, and research tailored to their major discipline and possible future workplace. The student will enhance proficiency in rhetorical writing with additional emphasis on research. Students will strengthen their knowledge of APA (American Psychological Association) 6th Ed. conventions through direct instruction in the use of APA formatting and citation; APA formatting and citation is required in all papers.
Prerequisite: ENC 100 or equivalent

CUD 120 Cultural Diversity

This course is an introductory course to the importance of cultural sensitivity when working with people of different backgrounds at a professional level. Knowledge about different cultures is learned and how cultural habits affects effective communication and hence the delivery of care. Students will also learn about the health care delivery system can be adjusted to the cultural needs of a client without compromising an effective care.

GSC 121 Gender and Sexuality in the 21st Century

This course is an introductory course to sexuality studies through an interdisciplinary approach. The course will be examining a range of sexual diversity, including gay, lesbian, bisexual, transsexual, intersexual, heterosexual, and queer identities and desires. Through discussion and critical engagement with a variety of texts, materials, and images, the course will provide a chance to explore how various discourses affect how individuals interpret and represent their own sexuality.

CUA 122 Cultural Adaptation

This course discusses human variation, physical and cultural, while examining for its adaptiveness. The cultural perspective on human behavior including case studies, illustrated by ethnographic films and slides of the American culture will be analyzed. May include some field interviewing and includes the cross cultural treatment of economic, legal, political, social and religious institutions and a survey of major approaches to the explanation of cultural variety and human social organization in the United States.

IAP 123 Introduction to Academic and Personal Effectiveness

This course explores an individual's thinking to empower oneself, discover opportunities, avoid disastrous mistakes, build wealth, and achieve life goals in academic and personal contexts. The course will build skills to learn how to think with clarity, relevance, logic, accuracy, depth, significance, precision, breadth, and fairness in making decisions of daily academic and personal goals.

NUR 308 Advanced Pathophysiology for Nursing

This course provides advanced knowledge of pathophysiology as the foundation for nursing management in the health care of adults. **Prerequisite: All prerequisites and core courses under NUR 308**

NUR 400 Statistical Applications



The course is designed to understand statistical concepts and emphasize applications to health care professions. It is important to interpret and evaluate statistics and statistical methods used in published research papers and to make decisions about the appropriateness of specific statistical methods in a variety of settings. Areas of emphasis include introduction to analysis of variance, regression, and graphical presentation; experimental design; descriptive statistics; sampling methods; and z, t, and chi-square.

NUR 401 Epidemiology: Public Health

This course is designed to help students understand ways in which variation in disease occurrence is documented and how that variation is studied to understand causes of disease. The course also covers public health surveillance, outbreak and cluster investigation, community health assessment, screening, evaluation, and other select topics. **Prerequisite: NUR 400**

NUR 402 Healthcare Information and Technology

This course is designed to train students in the kind of computerized health information systems that are being installed by healthcare facilities to date. These IT systems make it possible for health care providers to better manage patient care through secure use and sharing of health information in electronic form. The understanding of electronic systems allows students to review and update a patient's medical history, nursing assessment, medication administration documentation etc. **Prerequisite: ICS 105**

NUR 403 Evidence-Based Research and Practice

This course is designed to integrate theory and concepts from health care and nursing that apply to the generation, appraisal, use, and dissemination of research that contributes to safe, effective, and high quality healthcare practice and delivery. **Prerequisite: All prerequisites and core courses under NUR 403**

NUR 405 Holistic Nursing

This course builds on nursing knowledge, theories, expertise and intuition in developing understanding of therapeutic partnership with people and their care. This practice recognizes the totality of the human being – the interconnectedness of body, mind, emotion, spirit, social/cultural, relationship, context, and environment. Integration of complementary/alternative modalities (CAM) into clinical practice to treat people's physiological, psychological, and spiritual needs to facilitate the healing process will be considered.

NUR 404 Healthcare Policy and Political Process

This course introduces the present realities of the healthcare industry, the stages of public policy development, and political activism. It focuses on the shifts and trends that impacts healthcare today and will affect the new professional nurse by connecting policy and politics to practice. Prepares the student to proactively plan and function in a constantly changing healthcare environment, and empowers students to recognize their professional identities.

NUR 406 Group Dynamics



This course is designed to assist students to apply psychological, cultural, and behavioral concepts to the study of group interaction. Principles of dealing with small groups in a variety of sociocultural settings are examined in order to maximize students' ability to comprehend the interactive factors that influence group behaviors and to become effective group participants.

NUR 406 Nursing Theory

This course focuses on core theoretical concepts of nursing practice: health, wellness, illness, holism, caring, environment, self-care, uniqueness of persons, interpersonal relationships, and decision-making. This course helps the student understand nursing's unique contribution to meeting societal needs through integrating theory.

NUR 408 Economic Concepts for Nursing

This course focuses on the structural, financial and managerial foundations of integrated healthcare delivery systems. Students identify major revenue streams, payer sources and regulatory topics such as entitlement programs, DRGs and prospective payment systems. The basic concepts of insurance, utilization and case management and contractual commitments will be covered.

NUR 410 Theory Capstone: Leadership and Management

This course is designed for the student to understand their personal development as a health care professional and identify goals for transitioning to practice. Leadership skills and life management skills are refined. Advocacy issues in nursing and health care are examined while applying political and legal issues. Students will conduct an independent practicum at area health care facilities with a topic chosen as a main basis of understanding concept management and effective transition to clinical practice at the Bachelor's level. . **Prerequisite: All prerequisites and core courses under NUR 410**



E. Hospitality and Tourism Management (On Campus or Hybrid)

(Orlando Campus only offers the On Campus Program)

Program Objective:

The objective of the Hospitality and Tourism Management program is to provide students with the appropriate didactic theory and hands-on skills required to prepare them for management positions in the hospitality industry and/or to provide supplemental training for persons previously or currently employed in these occupations. The hospitality industry as addressed in this program includes the hotel, motel, bed and breakfast, resort, club, marina, and other lodging organizations.

Program Description:

The Hospitality and Tourism Management program is composed 600 hours of instruction distributed by 400 hours of theoretical aspects and 200 hours of field study. The program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality and Tourism career.

For the Hybrid Hospitality and Tourism Management program students using a computer and an Internet Service Provider (ISP), are able to acquire the lecture content and workload a part of the program the same as in a face-to-face course. Students participate in virtual classroom meetings, review course materials online, and interact with other students and the instructor via e-mail, chat rooms and threaded discussions. They interact with classmates and instructors through online communication tools instead of face-to-face.

During the field study portion of the Hospitality and Tourism Management program it is required for the student to physically attend a site for this face-to-face component. This program is offered in English or Spanish.

Duration: 10 months

Requirements for Course Completion

Prior to completion student must successfully pass each course as listed in the Course Listing with a minimum of a "C" (75%). Upon meeting the requirements the student will be awarded a Diploma

Course Listing

When courses are from the General Education component, codes are composed of the initial three letters of the course when it is a single title; when the title has two words then it is composed of the first two letters of the first word and the initial letter of the second word. When the title of the course has three or more words, then the code is composed of the initial letter of the first three words. In all cases codes are followed by a numerical representation to designate beginning courses in a program



starting with one hundredth and ascending numbers to determine higher level courses, i.e. English Composition (ENC 100); Chemistry (CHE 204); Medical Surgical Nursing (214).

Program core courses are composed of the first three letters of the particular program. i.e., Hospitality and Tourism Management, (HTM), Nursing, (NUR), followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. Introduction to Nursing (NUR 208); Maternal Child Nursing (NUR 300).

The course codes in the Master’s program are coded according to their particular area of study, i.e. Accounting (ACC), Business (BUS), Finance (FIN), etc.; also followed by a numerical representation to designate beginning courses in the program starting with five hundredth and ascending numbers to determine higher level courses.

Course Number	Program Course Title	Clock Hours	Services
Level I			
HTM 100	Introduction to Hospitality and Tourism Management	15	
HTM 101	Introduction to Food and Beverage Management	15	
HTM 102	International Travel and Culture	15	
HTM 103	Coffee, Tea and International Culture	15	
HTM 104	Wine and Culture	15	
HTM 105	International Wine and Culture	15	
HTM 106	Distilled Spirits and International Culture	15	
HTM 107	International Protocol on Western Behavior and Service Standards	15	
HTM 108	International Food and Culture	15	
HTM 109	Tourism Management and the Environment	10	
HTM 110	Hospitality Leadership and Ethics	15	
Level II			
HTM 111	Human Resource Management in Hospitality Operations	15	
HTM 112	Managing Service Organizations	15	
HTM 113	Restaurant Operations	15	
HTM 114	Resort Operations	15	
HTM 115	Senior Services Management	15	
HTM 116	Club Management	15	
HTM 117	Resort Marketing and Social Media	15	
HTM 118	Convention Services and Event Management	15	
Level III			
HTM 119	Ethics and Service Leadership	5	
HTM 120	Law for Hospitality Operations	15	
HTM 121	Lodging and Luxury Hotel Management	15	
HTM 122	Luxury Hotel and Resorts	15	
HTM 123	Advanced Club Management	15	
HTM 124	Integrated Marketing for Hospitality	15	
HTM 125	Special Topics in Hospitality Administration	10	



HTM 126	Conversational Spanish for Hospitality Managers	15	
HTM 127	Management Internship	15	
HTM 128	Field Study in Hospitality Administration		200
Hospitality and Tourism Courses Total		400	200
Program Total:			600

Program Cost

Program Tuition:	\$ 9,900.00
Registration Fee:	\$ 100.00
Total Cost:	\$ 10,000.00
Duration:	600 Clock Hours

*Books are required and can be purchased by the student or ordered through the school.

Course Descriptions

HTM 100 Introduction to Hospitality and Tourism Management

This course offers an introductory review of the segments, disciplines, career opportunities, and current issues and structure in the hospitality industry. History and development of the industry, commonly used terminology and future trends.

HTM 101 Introduction to Food and Beverage Management

This course is an overview of the food and beverage industry with regard to history, production theories, and types of food and beverage retail outlets. Concentration on layout of a variety of production kitchens, storage (refrigeration, dry, frozen, and chemical), workflow, and basic production techniques is integral to the course.

HTM 102 International Travel and Culture

This course introduces students to contemporary tourism through a geographical and multicultural perspective of worldwide travel. The course emphasizes the most popular travel destinations and provides information about the physical and cultural characteristics of major cities, states, and countries. The course offers basic facts about travel destinations, the environment, and the people of many regions around the world, and it presents the nature of cultural diversity reflecting both Western and non-Western cultures with special emphasis on ethnic background, race, religion, values, tradition, language, material goods, and inter-relationships among local cultures.

HTM 103 Coffee, Tea and International Culture

This course is an introduction to coffees and teas of the world with a focus upon their importance to global cultures found in many regions. Students learn about these beverages and their unique interrelationship with their regional culture, heritage, and environment. Each beverage focuses upon specific regions of the world: 1.) Coffee: the Americas, Africa, Europe, India, the Middle East, and Indonesia; 2.) Tea: China, Korea, England, Kenya, Russia, Iran, France, Morocco, and the U.S. Other non-



alcoholic beverages, including energy drinks, bottled water, and carbonated beverages are also explored.

HTM 104 Wine and Culture

This course is an introduction to basic wine knowledge that, together with wine tasting, enhances student understanding and appreciation of wine and its place in our culture and heritage. Restricted to students twenty-one years of age and older.

HTM 105 International Wine and Culture

This course provides an introduction to wines of the world with a focus upon the importance to global cultures. Students learn about these regional wines and the interrelationship with their cultures and heritage.

HTM 106 Distilled Spirits and International Culture

Is an introduction to distilled spirits of the world with a focus upon their importance to global cultures found in many regions. Students learn about these regionally distilled beverages and their interrelationship with their culture, heritage, and environment. This class presents distilled spirits from various regions and countries of the world representing the U.S., Mexico, Canada, Scotland, Ireland, England, Italy, France, Germany, Spain, Greece, Russia, Poland, Sweden, and Finland.

HTM 107 International Protocol on Western Behavior and Service Standards

This course is designed to explore the diverse verbal and nonverbal Western cultural habits, dress, behaviors, beliefs, service delivery expectations, and codes of conduct compared to the cultural mores, dress, traditions, political structure, behaviors (both verbal and nonverbal), travel, service delivery styles, and expectations of people from various international cultures.

HTM 108 International Food and Culture

This course explores the world's cuisines with a focus on the history of culinary arts, indigenous ingredients, customs, as well as various cooking methods and terminology from places such as Latin and South America, Africa, the Middle East, Europe, Scandinavia, India, and Asia.

HTM 109 Tourism Management and the Environment

This course focuses on tourism management, organization, and development. Emphasis on economic and environmental issues confronting the industry such as balancing use and preservation.

HTM 110 Hospitality Leadership and Ethics

This course covers the analysis and development of interpersonal management skills, including leadership, ethics, employee and guest relations, as well as team building.

HTM 111 Human Resource Management in Hospitality Operations

This course offers an analysis of human-resource issues in the hospitality industry such as staffing, training, appraisal, wage and hour administration, discrimination, harassment, and other governmental issues. Interviewing and job skills.



HTM 112 Managing Service Organizations

This course is an in-depth examination of the concept of service and the linkages of the three most important functional areas of the firm: marketing, operations, and human resources. The course also addresses the concept of quality.

HTM 113 Restaurant Operations

This course is an introduction to basic food and beverage management concepts. Topics covered include: food and beverage sanitation; production and service equipment; menu planning and costing; and nutrition and safety.

HTM 114 Resort Operations

This course consists of analysis and discussion of lodging specifics, retail and commercial leasing, community relations, amenities and recreation, as well as real-estate sales in relation to resort operations management.

HTM 115 Senior Services Management

This course explores the planning, development, operation, and management of retirement facilities. Explores the various types of senior living facilities, including multi-level, independent, assisted living, and skilled-nursing care centers.

HTM 116 Club Management

This course focuses on the development and management of clubs, including golf course operations, organizational and financial structure, membership and guest relations, design, and other amenities.

HTM 117 Resort Marketing and Social Media

This course examines resort marketing of service industries within the context of social media and it is used to implement service strategies for resorts. This course is designed to provide students with fundamental resort marketing information combined with social media applications, which enable them to establish promotional programs and develop, implement, and evaluate strategic marketing plans resorts.

HTM 118 Convention Services and Event Management

This course provides a comprehensive approach to managing, marketing, and planning conventions, special events, and conferences.

HTM 119 Ethics and Service Leadership

This course focuses on ethics and service leadership and how it intersects areas of life. Students read and discuss both primary and secondary sources and critically reflect on those sources in an effort to understand questions about the meaning and purpose of work and their implications for business leadership and decision making. Human relations skills to work cooperatively with other team members and guests.



HTM 120 Law for Hospitality Operations

This course covers basic concepts of law that apply to the hospitality industry. The course focuses on legal definitions, innkeeper-guest relationships, liability, and other legal issues.

HTM 121 Lodging and Luxury Hotel Management

This course provides a study of hotel, motel, resort, and other types of lodging operations, including benchmarking, department organization and management, operations, and systems. Emphasis is on rooms, delivering exceptional service, computer usage in lodging properties, and quality control issues.

HTM 122 Luxury Hotel and Resorts

This course benchmarks the processes of 5-star and 4-star hotels and resorts in order to identify how they deliver exceptional service in their operations.

HTM 123 Advanced Club Management

This course is designed to provide students with high-level private club management techniques relevant to today's challenging business environment.

HTM 124 Integrated Marketing for Hospitality

This course focuses on the applications of strategic market research and product/service positioning in the hospitality industry. Emphasis on competitive marketing strategies including sales, advertising, and promotions. Discussion of unique features of hospitality marketing, market research/analysis, ethics, and quality.

HTM 125 Special Topics in Hospitality Administration

This course is an-depth study of current topics in hospitality administration. Economic principles that govern hospitality such as: supply and demand, profit margin and impact of industry in local, state, national and international economies.

HTM 126 Conversational Spanish for Hospitality Manager

This course emphasizes Spanish/or English International culture and conversation depending on the language and a domain of the student. It is designed primarily for Hospitality leaders. The course in English allows students to apply their Spanish-language skills to increase fluency in everyday hospitality-related situations. The course also focuses on the customs and cultural characteristics of the people from the United States for Hispanic Culture.

HTM 127 Management Internship

Prerequisites: Instructor permission. This internship is designed for students to gain real world experience in the business field though on-the-job practice. Students work under the direction of an approved industry professional and the internship director.

HTM 128 Field Study in Hospitality Administration

This field study consists of 200 hours of satisfactory, acceptable work experience in the hospitality industry. Discussion expands and integrates the work experience to enhance management decision-making skills. Reports and supervisors' evaluation required.



F. Master’s Degree Programs

Attendance

Regular class attendance is essential to proper academic progress and is expected. At CENSA International College, satisfactory attendance is considered to be a vital part of each student’s performance. Absences could result in a lower achievement rating and undesirable record. Absences in excess of ten (10) percent of the class hours, for any subject, will cause the student to be ineligible to take the final examination in that course. In order to be reinstated in the class, the student must take an evaluation of their abilities and performance given by the instructor. Such determination will be made on an individual, case-by-case basis. Absences in excess of ten (10) percent of the duration of the course will also result in issuing an academic warning.

Satisfactory Academic Progress Policy

The student must maintain satisfactory academic progress according to school policy. Students falling below the minimum passing grade of “B” or in danger of failing will be called for an advising session. Academic progress will be monitored by the instructor of each program on an Academic Progress Report. Both practical and written examination must have a minimum passing grade of “B”. Students are expected to maintain a GPA of 3.0 throughout the course of their enrollment in the Masters program. ‘A’ and ‘B’ are the passing grades needed in order for a student to progress to the next course. Students who fall below the passing grade are permitted to retake the examination(s) within a reasonable timeframe established by the instructor. If the student fails the examination(s) the second time, he/she will be called for advising by the Dean of Education and will be placed on academic probation for thirty (30) days.

Score	Letter Grade	GPA
90-100	A	4.00
80-89	B	3.00
75-79	C	2.00
60-74	D	1.00
Below 60	F	0.00

A. DEFINITIONS

1. Attempted Credits – The attempted credits are defined as all credits by courses in which the student is enrolled officially. The validated course credits by transfer from another program of the Institution or another Education Institution will be considered as attempted credits.
2. Approved Credits – The approved credits are defined as the course credits attempted in which the student obtain a grade of A or B. The credits of failed courses (C, D or F) not approved or abandoned (drops) will be considered in the count of attempted credits but not in the approved credits. The obtained credits by validated courses by transfer from another program of the Institution or another Education Institution with grades of A or B will be considered as attempted and as approved credits.
3. Accumulated Credits – Accumulated Credits are defined as the total credits that a student has accumulated since their enrollment in CENSA International College, represented by the following: A,



B, C, D, F the accumulated hours determine the minimum index or average required. In the evaluation of approved and accumulated credits it is required that the student maintains an academic index consistent with the graduation requirements established by the institution.

4. Full Time Student – A student must complete 9 credits at a minimum at the end of each semester to be qualified as a full time.
5. Term – Term is defined as a study period of no less than nine weeks of instruction, where at least one week corresponds to final exams.
6. Maximum Time of Completion of Study Programs – The Maximum Time of Completion of Study Programs is defined as the time that is allowed to a student to complete their study program.
7. Academic Load – Quantity of credits enrolled in a given semester.
8. Regular Student – The regular students are defined as those that comply with the satisfactory academic progress and with the approved credits percentage corresponding to their evaluation period.
9. Non-Regular Student – The non-regular students are defined as those that do not comply with the satisfactory academic progress or with the percentage of approved credits corresponding to the evaluation period. During their time classified as a Non-Regular Student, the student may only repeat courses and tutoring and will be obligated to pay the enrollment charges corresponding to those courses.
10. Readmitted Student- The readmitted students are defined as a student that has passed through the process of readmission after having interrupted their studies.
11. Quantitative Measure- The student must complete the 67% of the attempted courses during their enrollment period.
12. Qualitative Measure - The student should obtain the accumulated grade average in the attempted courses in accordance to the structure of the General Accumulated Progress established by the Institution that promotes the student graduate with no less than 2.00 of the General Accumulated Progress.
13. Incomplete

13.1. The student will receive a provisional grade of Incomplete only for a justified absence to an exam or final work and if he or she has a minimum of partial grades.

13.2. The final exam will be offered or the final work will be accepted only for students who have the opportunity of obtaining a minimum final grade of "D".

13.3. It will be the student's responsibility to make the necessary arrangements with the Professor and the Academic Director of each campus to determine how to take the exam or turn in the final work and remove the Incomplete.

13.4. The Incomplete (I) may be removed if the student completes the work required in the academic session within (1) one academic semester of the first day of class of the following session and according to the dates established in the academic calendar.

13.5. A student receiving Incomplete in one or more courses does not achieve academic progress. Once the Incomplete is removed, according to institutional policies, financial aid will be reinstated, only if it is within the dates established by the Federal Government for assigning financial aid.



14. Withdrawal- Courses in which the student applies for partial or total withdrawal during the period established by the Institution for withdrawals with reimbursements will affect the academic progress of the student. In the event of a partial withdrawal, the student will be classified in the category he or she is in at the end of the withdrawal with reimbursement period.

B. SATISFACTORY ACADEMIC PROGRESS NORM

Qualitative Element

1. The qualitative element measures the student's academic progress. The student will be evaluated using an average or accumulative academic index conforming to the indication of the Academic Progress Table specified below:

ACADEMIC PROGRESS TABLE	
STUDY SEMESTER	REQUIRED ACCUMULATIVE INDEX
1	1.40
2	1.60
3	2.00
4	2.00
5-8	2.00

2. The achievement of this norm will be evaluated each study period using the last average available at the end of each period. For readmission cases the qualitative element will be evaluated using the academic data accumulated from the student's last study term.

3. For the Academic Index determination the following grades will be taken under consideration: A, B, C, D, and F.

4. For the academic index sum the following annotations will not be considered:

I= Incomplete W = Withdrawn

Quantitative Element

The measurement of the quantitative element will be done at the end of each academic term. For readmission cases the qualitative element will be evaluated using the academic data accumulated from the student's last study term.

C. EVALUATION PERIODS

The Satisfactory Academic Progress (SAP) of the student will be evaluated when they finish each term or they finalize a pay period. The SAP is calculated using all the required elements: quantitative, qualitative and the maximum time permitted.

CENSA International College performs a periodic evaluation of student performance after each class is completed. At the end of each period of the academic performance the student receives a notice on



their academic progression in the term and it is referred to academic counseling if it is necessary. This periodic evaluation of performance is completely independent of the evaluation of SAP and only has the purpose of assisting and aiding the student in succeeding in the study term.

Maximum Time of Study Program Completion

The maximum time for a student to complete a program offered by CENSA International College is a one and half time (1.5) of duration that normally is what the student will take to approve the total of credits required by the program. For example, in a program of 76 credits the maximum time will be the equivalent of 114 attempted credits (76 credits X 1.5% = 114 attempted credits). If the student does not complete the program in the maximum time permitted (150%), the student will be suspended for non-compliance of the requirement of Maximum Time established to complete their study program.

Academic Warning or Probation

If the student falls below the criteria listed above, he/she will be placed on a thirty-day probationary period. At the end of the probationary period, if the student has not satisfied the specified requirements, he/she will be terminated from the school. Students meeting this requirement at the end of the probationary period will be removed from this status.

SUSPENSION

If the student fails to raise their GPA or the amount of credits approved, they will be suspended from continuing the program and they will be converted to a non-regular student.

PROBATION

At the end of the Warning period, if the student fails in obtaining a satisfactory academic progress, they are suspended; if the student appeals the suspension status and the Satisfactory Academic Progress Committee considers their appeal in a favorable manner they are granted a Probation Status.

APPEALS

If the student is suspended by noncompliance of the academic progress requirements after the Warning period, they will have the right to appeal to the Academic Committee. This committee is constituted by the Campus Director, Program Director and the Registrar of the Campus. The committee evaluates the appeal in writing and determines if mitigating circumstances exist to consider the student's petition.

APPEAL PROCEDURE

1. The student should submit the written appeal to the committee, via the Program Director and within the period of late enrollment of the immediate instructional period after receiving the suspension, stating the reasons why he/she did not meet the SAP standards. The Appeal Grounds has to be based on Mitigating Circumstances as stated by the Institution: Mitigating Circumstances as defined by the Institution are:



- a. Student Illness or accident
- b. Death in the family
- c. Family Illness or accident
- d. Student's mental or emotional condition
- e. Pregnancy

2. The student is required to present documentation to sustain their justification (health certificate, pregnancy, death of the family member, hospitalization treatments, among other special circumstances) and what has changed in the condition if applicable, that will allow them to make SAP.

3. The committee will evaluate the petition and determine if the case will be considered. If the decision is favorably considered, the committee will grant student authorization to continue studying in the immediate academic term. The committee decision will be communicated to the student within three business days.

4. If the student is authorized to return, they will undergo in an academic plan that will ensure that the student is able to meet the SAP standards by a specific point of time.

5. If at the end of the academic plan period the student does not meet the SAP standards, he/she will be suspended permanently without a right to appeal.

Second Appeal

If the student fails to meet the SAP standards at the end of the academic plan period for a different reason why he/she was placed in probation in the first place occur, the student may have the opportunity for a second appeal and a second probation status. The Academic Committee will evaluate the written appeal and determine if the student's petition may be considered.

Reinstallation Policy

If after the evaluation of the probation period, the student shows progress, he/she could be reinstalled as a regular student.

In any of these circumstances the student may exceed the stipulated time frame of time and a half (150%) of the program be it as a regular student or a student under probation.

E. TRANSFER STUDENT RULES

1. To determine the eligibility of a student in their first study term, it will be assumed that they are complying with a satisfactory academic progress at the moment of admission.

2. The credits of validated classes by the program transfer from the institution or any other educational institution will be considered as attempted credits.



3. The satisfactory academic progress of the transfer students will be evaluated in accordance to the rules that were put in place for the students of their same classification.

A. International Business Administration (On Campus or Online)

Admission Requirements for the Master of International Business Administration

- At least 18 years of age.
- Registration fee.
- Bachelor Degree Diploma from any national and/or international university. (GPA 2.0 or higher). Bachelor Degrees from International Universities must submit a Foreign Credential Evaluation of their degree from a member of the National Association of Credential Evaluation Services or pass the CIC Credentials Verification Process in which students must submit copies of their translated transcripts and diplomas with their respective notarization and /or apostille from the appropriate authorities on their countries of origin.
- Students whose first Language is not English must present original proof of passed TOEFL (63 or Higher) or take and pass the Institution's Institutional TOEFL with score of 450 or higher or pass
- An interview by the director of the Institute or his/her designee to determine student's ability to understand and communicate within the learning environment.
- Submission of a completed enrollment application.
- Official Transcripts from an undergraduate degree showing a minimum cumulative GPA 2.0 or higher.

Program Objective:

CENSA international College's Master in International Business Administration degree has the primary objective of ensuring that U.S. and international students develop the tools and foundation needed to expand their current or future businesses to a level of capitalizing on various markets throughout the world. The world has several emerging markets that provide a solid opportunity for business to globalize by offering their products or services where it would become a profitable investment for the company. In order to globalize, however, it is critical that these CEOs, presidents, owners/founder, and decision makers understand the risks and rewards in entering into foreign markets. Aside from new marketing strategies, an understanding of financial responsibilities, taxation, import/export, business laws, and even cultural values must be understood. CENSA's Masters in International Business Administration program will focus on these and many other critical subject areas to ensure that students are well prepared for the challenges that globalization entitles.

Program Description

CENSA International College's Masters in International Business Administration degree combines 45 credits worth of Master's Degree level business courses with an emphasis on growing businesses in the global market. The classes are structured in way that the students will grasp a full understanding and knowledge of how their current or future businesses can thrive, grow, and take advantage of other emerging markets with the goal of being profitable. The courses are designed to flow in way that they



build upon each other in effort to well prepare the students for the final class which is their International Business Capstone. The capstone focuses on various elements learned throughout the program in which students develop and present a business plan which focuses on the marketing, financial, operative, and various requirements that are needed to ensure the business of their choice succeeds on an international scale. The program is structured in a way where it may take 18-24 months to complete, depending on the student's pace, allowing them to willfully gain a clear understanding of what can be expected as they may consider business globalization.

For the Online International Business Administration program students using a computer and an Internet Service Provider (ISP), are able to acquire the lecture content and workload a part of the program the same as in a face-to-face course. Students participate in virtual classroom meetings, review course materials online, and interact with other students and the instructor via e-mail, chat rooms and threaded discussions. They interact with classmates and instructors through online communication tools instead of face-to-face. This program is offered in English or Spanish or both.

Duration: 24 Months

Credit Transfer

The Master's in International Business Administration program will accept no more than 21 transferable Master's level course toward the Master's in International Business Administration degree.

Requirements for Course Completion

Prior to completion student must successfully pass each course as listed in the Course Listing with a minimum of a "B" (80%). Upon meeting the requirements the student will be awarded a MBA Degree.

Course Listing

When courses are from the General Education component, codes are composed of the initial three letters of the course when it is a single title; when the title has two words then it is composed of the first two letters of the first word and the initial letter of the second word. When the title of the course has three or more words, then the code is composed of the initial letter of the first three words. In all cases codes are followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. English Composition (ENC 100); Chemistry (CHE 204); Medical Surgical Nursing (214).

Program core courses are composed of the first three letters of the particular program. i.e., Hospitality and Tourism Management, (HTM), Nursing, (NUR), followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. Introduction to Nursing (NUR 208); Maternal Child Nursing (NUR 300).

The course codes in the Master's program are coded according to their particular area of study, i.e. Accounting (ACC), Business (BUS), Finance (FIN), etc.; also followed by a numerical representation to designate beginning courses in the program starting with five hundredth and ascending numbers to determine higher level courses.



Pre-Requisite courses are for those have not taken the below courses for their undergraduate Bachelor's degree, or who did not pass it with a grade of at least a C.

Course Number	Pre-Requisite Course Title	Credit Hours	Services
ACC 400	Accounting	3	
STA 401	Statistics	3	
ECO 402	Economics	3	
MAR 403	Marketing	3	
FIN 404	Business Finance	3	
General Education Total		15	

Course Number	Core Course Title	Credit Hours	Services
BUS 500	International Business	3	
MAN 501	Operations Management	3	
MAR 502	International Marketing	3	
BUS 503	Business Modeling	3	
FIN 504	Financial Strategy	3	
ACC 505	Accounting for Multinational Companies	3	
FIN 506	International Finance	3	
MAN 507	Organizational Behavior	3	
BUS 508	International Business Law and Transactions	3	
BUS 509	Globalization and Emerging Markets	3	
BUS 510	Import/Export Principles and Practices	3	
BUS 511	Global Competitive Strategy	3	
MAN 512	Global Information and Supply Chain Management	3	
ACC 513	Taxation	3	
BUS 514	International Business Capstone	3	
Core Total		45	
International Business Administration Program Total		45	

Program Cost

Program Tuition:	\$19,900.00
Registration Fee:	\$100.00
Total Cost:	\$20,000.00
Duration:	45 Credit Hours

*Books are required and can be purchased by the student or ordered through the school.

**This program is available on campus or online.

***This program is also available in Spanish (see policy on Learning in a language other than English).



Course Descriptions

ACC 400 Accounting

This course focuses on the principles of accounting skills that will be used in the master's degree program. Managerial uses of accounting data and preparation of financial statements will be covered in this course.

STA 401 Statistics

This course satisfies the prerequisite of statistics for master's degree programs. The concepts of statistical notation, probability, and estimation using the central limit theorem are covered.

ECO 402 Economics

This course teaches students analytical approaches and methods used in economics. Students will learn how to apply them to examine current economic issues. Topics will include aspects for both microeconomics as well as macroeconomics. Students will learn how economic activities are measured, and the role of fiscal and monetary policies in determination of national income.

MAR 403 Marketing

The course focuses on the nature of marketing and its environment, selecting target markets, marketing research, customer behavior, and forecasting sales with emphasis on marketing strategy planning.

FIN 404 Business Finance

This course focuses on financial management as it applies to organizations. It also addresses topics such as: leverage, ratio analysis, working capital management, capital budgeting, capital structure, and other concepts as they apply to business organizations.

BUS 500 International Business

This course focuses on the various aspects of the global business environment and their effect on the operations of firms. Addresses the problems that managers face while trying to explore opportunities and addresses challenges in the international business environment. International Business also addresses topics such as trade, political relations, investments, exchange rates, monetary systems, country analysis, and political risk. **Prerequisite: ECO 402 or equivalent.**

MAN 501 Operations Management

Introduction to operations management, process analysis, forecasting, planning and capacity management, waiting line management, system design, quality and inventory management.

Prerequisite: BUS 500

MAR 502 International Marketing

This course is an overview of the various aspects of marketing in the international economy that provides a framework for analysis. This course focuses on the development of strategies for markets in diverse cultural, political, and economic situations. Focuses on foreign market analysis, target market



identification, product planning, promotion, and the various channels of distribution. **Prerequisite: MAR 403.**

BUS 503 Business Modeling

This course covers problem solving, optimization, and business modeling using statistics and management science on spreadsheets. Students will learn how to apply quantitative analytical techniques. **Prerequisites: FIN 404 and STA 401.**

FIN 504 Financial Strategy

Students will learn the basic concepts and analytical techniques needed to understand, identify, and solve financial decision-making problems. Topics covered in this course include time value of money, financial statement analysis, risk and return, corporate valuation, capital budgeting, and financial analysis using Excel. **Prerequisites: ACC 400, FIN 404, and STA 401.**

ACC 505 Accounting for Multinational Companies

This course examines the international aspect of financial reporting and analysis. Students will gain an understanding of the multinational enterprise and the preparation/presentation of financial statements in different nations. International corporate taxation, transfer pricing, foreign currency exchange, financial disclosure, and international accounting harmonization are also covered in this course. **Prerequisite: ACC 400, FIN 404, and FIN 504.**

FIN 506 International Finance

International Finance covers the international monetary system, examining financial markets, and financial instruments. Learning the importance and procedures of foreign exchange operations with corporate financial management decisions, understanding the details of finance in regards to international functions. Capital management and investment analysis in the context of risk exposure for foreign investment are also covered. **Prerequisite: FIN 504.**

MAN 507 Organizational Behavior

This course observes the role and significance of various cultures in business aspects. This course focuses on the analysis of national and organizational cultures. It stresses the significance of cultural values and communication differences and similarities between the U.S. and other nations. Students learn about diversity in a professional and ethical manner by providing knowledge, sensitivity, and respect for the values of others without undermining their own values. Students will also learn methods of managing cultural differences and negotiating tactics between cultures.

BUS 508 International Business Law and Transactions

This course is a study of the legalities of international business, business ethics, political structures, and the regulating and governing of international trade and commerce. Trade barriers, methods of international contracting, and doing business abroad with regards to the various legal structures is covered. The course also focuses on international legal framework, transactional legal issues in finance, marketing, management, and distribution. Case studies are completed in international legal topics such as international sales contracts, international documentary sale, International terms of trade, free trade



agreements, and legal implications. It also addresses topics that include rules governing international finance, collections, payments, letters of credit, international disputes, litigation, foreign judgments, and dispute resolutions. **Prerequisite: ACC 400, MAR 403, FIN 404.**

BUS 509 Globalization and Emerging Markets

The course provides an analysis and addresses issues of emerging markets such as Brazil, Russia, India, China and other markets. The course focuses on multinational firms from developed countries seeking to explore the potential of emerging markets; businesses in emerging markets seeking to develop international organizations; global investors looking to profit from opportunities in emerging markets. It also focuses on and other environmental differences across countries to offer insights into evaluating risk and strategy in emerging markets. **Prerequisites: ACC 500 and MAN 507.**

BUS 510 Import/Export Principles and Practices

This course provides a study of operations planning, documentation, financing, and transportation. Students learn about service providers, tariff codes, free trade zones, export regulations/control, and import tariff structures. **Prerequisites: BUS 500 and BUS 508.**

BUS 511 Global Competitive Strategy

This course focuses on understanding how businesses create competitive advantage in the international market, how firms can implement strategy, and strategic management from an international point-of-view. It requires students to develop a strategy to lead their own company and implementation through operations, management, marketing, finance, logistics, and manufacturing. **Prerequisites: BUS 500, BUS 508, MAN 507, ACC 505, FIN 504, MAR 502, BUS 503, BUS 510.**

MAN 512 Global Information and Supply Chain Management

This course focuses on today's international markets in relation to manufacturing and service firms, integrating internal operations, outsourcing of activities, establishment of strategic partnerships with suppliers, and developing integrated systems that link these activities to satisfy customer desires. It also addresses the development and management of strategic global supply chains. **Prerequisites: BUS 500, BUS 508, MAN 507, MAR 502.**

ACC 513 Taxation

This course studies the tax rules and regulations essential in U.S. taxation of international transactions and the taxation methods utilized in other countries. Topics include the taxation of U.S. corporations with income from foreign sources, intercompany pricing, anti-tax avoidance provisions, and tax treaties. Also covers the treatment of taxes, problem areas, including formation, tax formula, non-liquidating and liquidating distributions, capital structure, redemptions, alternative minimum tax, and operation. As well as a study of taxable and nontaxable U.S. & foreign organizations, requirements for consolidated returns, and their associated problems and opportunities are discussed. **Prerequisite: ACC 400, FIN 404, FIN 504 and BUS 508.**



BUS 514 International Business Capstone

This course focuses on developing student's abilities to prepare to start an international business. Students develop a specific business idea into a full business plan, examine the market, and the operating conditions required to make it a successful venture. The business plan is developed using market research, potential entry modes, resource allocation, financial projections, and strategic planning. The emphasis is on developing the ability of students to start a new business internationally using the business plan model, which is then presented to the class for critiquing. **Prerequisites: BUS 500, BUS 508, MAN 507, FIN 504, MAR 502, BUS 503.**



53. Clinical Rotation Sites

CENSA International College will maximize all efforts to provide clinical sites to its students as close as possible to the Campus Location. However, some clinical sites are located out of the state of Florida (over 50 miles) and will require travel and lodging at student’s expense. Estimated Costs Worksheet is provided to the student prior to the Enrollment Agreement.

54. Licensure Readiness Exam

Upon completion of a program that requires a License to practice, students will be required to pass Licensure readiness exams. Graduation and release to the corresponding Licensure Board is contingent upon a passing score on two readiness/mock exams. Students can take the Licensure Readiness Exams up to three times. If a student does not pass on the second time, he or she will be required to take a Licensure Exam Review Course at their own expense before being able to retake the Licensure Readiness Exam. Refer to each program for specific details on testing requirements. For the nursing program students who fail for a third time will be dismissed from the program.

55. Administrative Staff

Miami Campus Administrative Staff
Campus Director / Yezid Arango PhD, LCSW
Academic Affairs Coordinator /Julie Carrion, MS
Dean of Education / Manuel Christiansen MBA, DBA (C)
Nursing Program Director / Garcien Momplaisir MSN, RN
Admissions Coordinator / Jessica Torres, BA
Business Program Director / Rhyan Walcott, MBA
Registrar / Placement/Student Services /Nathalia Valencia, BSN
Financial Office / Bursar / Maricela Estrada
IT Coordinator / Jose Torres
IT Support / Assistant Librarian / Jose Julian Escobar
Librarian / Marisha Kelly, MLS
Orlando Branch Administrative Staff
Campus Director / Yezid Arango PhD, LCSW
Academic Affairs Coordinator /Julie Carrion, MS
Dean of Education / Manuel Christiansen, MBA, DBA (C)
Nursing Program Director / Garcien Momplaisir MSN, RN
Financial Office / Bursar / Maricela Estrada



Admissions Coordinator / Jessica Torres, BA
IT Coordinator / Jose Torres
Business Program Director / Rhyan Walcott, MBA
Registrar / Placement/Student Services / Nathalia Valencia, BSN
Librarian / Marisha Kelly, MLS
IT Support / Assistant Librarian / Jose Julian Escobar

56. Office of the President

President: Yezid Arango PhD, LCSW

Vice President: Albert Corredor

57. Observed Holidays

Holiday	2017
New Year's Day	January 1, 2017
Martin Luther King	January 16, 2017
Presidents' Day	February 20, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017
Labor Day	September 4, 2017
Thanksgiving	November 23, 2017
Christmas Day	December 25, 2017

58. Academic Calendar

Academic Year 2017 – 2018			
	Fall Term August 7 – December 21, 2017	Spring Term January 2 – May 14, 2018	Summer Term May 28 – July 26, 2018
Registration Begins	August 10, 2017	December 4, 2017	April 30, 2018
Registration Ends	August 4, 2017	December 22, 2017	May 25, 2018
Late Registration	August 7, 2017	January 2, 2018	May 28, 2018



59. Enrollment Agreement

CENSA INTERNATIONAL COLLEGE
www.censacollege.com

Miami Campus
4481 NW 167TH Street
Miami Gardens, FL 33055
Ph: 305-817-8800
Fax: 305-817-8805

Orlando Campus
5449 S Semoran Blvd
Suite 20A Orlando, FL
Ph: 407-704-5226
Fax: 407-704-5174

STUDENT ENROLLMENT AGREEMENT

This agreement, together with the school catalog, constitutes a binding contract between the student and the school upon acceptance by the school.

STUDENT INFORMATION:

STUDENT NAME:

SOCIAL SECURITY NUMBER DATE OF BIRTH M F

ADDRESS:

CITY/STATE

PHONE NUMBER H: C: W:

E-MAIL

EMERGENCY CONTACT

RELATIONSHIP PHONE NUMBER

PROGRAM INFORMATION

DATE OF ADMISSION PROGRAM/COURSE:

PROGRAM START DATE: ANTICIPATED COMPLETION DATE

FULL TIME PART TIME DAY EVENING

DAYS/EVENINGS/CLASS MEETS: (circle) M T W T F

DAY / EVENING CLASS BEGINS DAY/ EVENING CLASS ENDS

DEGREE SOUGHT:



TUITION

Tuition has been calculated on a per credit basis. Payments of all fees, or arrangements of all fees, must be made at the time of registration and are subject to change without notice. All financial obligations owed to CENSA must be paid, or arrangements for payment must have been made, before a student may re-enter, receive transcripts or graduate.

THE TOTAL COST OF THE PROGRAM _____

TUITION:	\$ _____
REGISTRATION FEE:	\$ _____
BOOKS/SUPPLIES:	\$ _____
LAB FEES:	\$ _____
MISC. EXPENSES:	\$ _____
TOTAL COSTS:	\$ _____

METHODS OF PAYMENT

1. Full payment at time of signing enrollment agreement.
2. Registration fee at the time of signing enrollment agreement with balance paid prior to starting date.
3. Registration fee at time of signing enrollment agreement with balance paid prior to graduation by a payment plan.

NOTE: For Schools offering a payment plan with four or more payments the federal boxes or vertical listing must be included on the contract. (N/A, if not applicable or line through)

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	AMOUNT FINANCED The dollar amount the credit provided to you or on your behalf.	TOTAL OF PAYMENT The amount you will have paid after you have made all payments as scheduled.	TOTAL SALES PRICE The total cost of your purchase on credit including your down payment of:
%		\$	\$	\$
YOUR PAYMENT SCHEDULE WILL BE:				
Number of Payments	Amount of each payment	When payments are due		
	\$	Beginning on ___/___/___ and on the same day each (check one) _____ weekly or _____ monthly thereafter		

All prices for program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts may be sold to a third party if a student is in default at any time. Cost of class is included in the price cost for the goods and services.



CANCELLATION AND SETTLEMENT POLICY

This enrollment agreement may be canceled within three calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

REFUND POLICY

I understand that if I choose to make monthly tuition payments I must complete payments for the entire semester prior to subsequent registrations being accepted. Should I either drop a course(s) or withdraw from all courses I am required to notify the Records/Registrar's office by using the appropriate form and submitting that form to the aforementioned office.

Should I be terminated or cancel my registration for any reason, I understand that all refunds will be made according to the following refund schedule:

1. All monies paid by the applicant will be refunded if the cancellation takes place within three (3) calendar days after signing an Enrollment Agreement and making an initial payment.
2. Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all monies paid with the exception of the registration fee.
3. Cancellation of the contract by the student must be made by certified mail or in person and in writing.

The college will refund:

1. 100% of tuition charges if the student withdrawal takes place within three (3) calendar days after signing an Enrollment Agreement and making an initial payment.
2. The Drop/Add period is the first five days of classes (Monday through Friday) close of business. There will be a refund if the student withdraws "on" or during the drop/add week. There will be no refund after the drop/add week.
3. If the college does not accept the enrollment, all monies paid by the student to the college shall be refunded and the student and college shall be released from further obligation.
4. If a student is withdrawn from a class due to a class cancellation, the student is entitled to a full refund.
5. Refunds will be made within 30 days of termination or receipt of cancellation notice.
6. Subject to the date of official withdrawal, tuition and fees will be refunded according to the schedule above. Should disciplinary measures that require the withdrawal of a student the above refund schedule will apply.

ADD / DROP POLICY

A student may add or withdraw from a degree course in a per credit schedule. For instance where a credit signifies one day, two credits two days, three credits three days, etc. Withdrawing from a course in this specified schedule will not affect the student's Grade Point Average instead a (W) will be placed in their official transcript. If the student does not withdraw from the course in the specified schedule the student is responsible for the full tuition amount of the course and will receive a grade from the course. The Add/Drop form must be completed and returned to the Registrar's Office with the Program Director's signature as approval. Course withdrawal may affect other items, which include but are not limited to:



1. Graduation Date
2. Clinical Hours / Continuation Requirements
3. Tuition Balance

GROUND FOR TERMINATION

I agree to comply with the rules and policies and understand that the School shall have the right to terminate this contract and my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that the School reserves the right to modify the rules and regulation, and that I will be advised of any and all modifications.

GRADUATION REQUIREMENTS

I understand that in order to graduate from the program and to receive a diploma or degree. I must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Student Enrollment Agreement, pass all written and practical examination with a 75% average and satisfy all financial obligations to the School.

EMPLOYMENT ASSISTANCE

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The School will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

ACKNOWLEDGEMENTS

This contract contains the entire agreement between the School and myself, and no further modification or representation except as herein expressed in writing will be recognized.

NOTICE TO STUDENTS

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument. Both sides of the contract are binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read both sides before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Although the school will provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
6. The school reserves the right to reschedule the program start date with the number of students scheduled is too small.
7. The school reserves the right to terminate a student's' training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
8. The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.



STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the school's catalog dated _____, which contains information describing programs offered, and equipment/supplies provides. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.
_____ Student initials

2. I have carefully read and received an exact copy of this enrollment agreement.
_____ Student initials

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a diploma or degree may be awarded.
_____ Student initials

4. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Commission for Independent Education, 325 W Gaines St., Suite 1414, Tallahassee FL 32399-0400. Toll free (888) 224-6684. All student complaints must be submitted in writing.
_____ Student initials

CONTRACT ACCEPTANCE:

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the Institution Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by CENSA International College.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signed this _____ day of _____, 20 _____

Signature of Student

Signature of College Official

REPRESENTATIVE'S CERTIFICATION:



I hereby certify that _____ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student in the _____(Program name) at CENSA International College, as described in the school catalog. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

Signature of College Official

Date

60. Continuing Education Courses



The following are offered as Continuing Education Courses and are not licensed by the Commission for Independent Education.

A. English as a Second Language (ESL)

Program Objective

The objective of this course is to teach students the English Language with a very practical method that goes gradually from pre-literacy concepts to moderate and more advanced concepts in the English Language. In addition, this course is designed to teach students the language necessary to deal with daily life scenarios such as finding a job, asking for help, consumer topics, shopping etc. as well as advanced reading, writing and communication skills. Upon completion of this course, students will be able to communicate with good enough proficiency in the English Language to improve their performance not only in their personal and social life but also in their vocational capacity.

This program is not under the jurisdiction of the Commission of Independent Education.

Duration: 12 Months

Prerequisites: None

Course Listing

When courses are from the General Education component, codes are composed of the initial three letters of the course when it is a single title; when the title has two words then it is composed of the first two letters of the first word and the initial letter of the second word. When the title of the course has three or more words, then the code is composed of the initial letter of the first three words. In all cases codes are followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. English Composition (ENC 100); Chemistry (CHE 204); Medical Surgical Nursing (214).

Program core courses are composed of the first three letters of the particular program. i.e., Hospitality and Tourism Management, (HTM), Nursing, (NUR), followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. Introduction to Nursing (NUR 208); Maternal Child Nursing (NUR 300).

The course codes in the Master's program are coded according to their particular area of study, i.e. Accounting (ACC), Business (BUS), Finance (FIN), etc.; also followed by a numerical representation to designate beginning courses in the program starting with five hundredth and ascending numbers to determine higher level courses.

Course Codes	Program Course Title	Clock Hrs.	Lab. Hrs.
FIRST LEVEL			
BEG 100	Basic English Grammar	45	
BERC 101	Basic English Reading and Composition	45	(15)
BEL 102	Basic English Listening	45	(15)



CBEC 103	Basic English Conversation	45	(15)
	Total	180	45
SECOND LEVEL			
IEG 204	Intermediate English Grammar	45	
IERC 205	Intermediate English Reading and Composition	45	(15)
IEL 206	Intermediate English Listening	45	(15)
IEG 207	Intermediate English Conversation	45	(15)
	Total	180	45
THIRD LEVEL			
AEG 308	Advanced English Grammar	45	
AERC 309	Advanced English Reading and Composition	45	(15)
AEL 310	Advanced English Listening	45	(15)
AEC 311	Advanced English Conversation	45	(15)
	Total	180	45
	Total Hours	540	135

Note: Lab Hours are included in the total Clock Hours.

PROGRAM COST

Program: English as a Second Language	\$ 4,800.00
Registration Fee:	\$ 50.00
Total Cost:	\$ 4,850.00

*Books are required and can be purchased by the student or ordered through the school.

Course Descriptions

BEG 100 Basic English Grammar

The student will be introduced to basic and key grammar structures to assure that he/ she acquires a good foundation of the language. This course also introduces the student to some idiomatic expressions commonly used in the English language. In addition the student will learn basic sentences for day to day communication.

BERC 101 Basic English Reading and Composition

This course introduces the student to basic composition structures. Practice of short compositions. Focus on spelling and punctuation. Also the student will practice reading and acquire new vocabulary. This course includes 15 hours of lab.

BEL 102 Basic English Listening



This course will introduce students to the American sound system and quickly expand their working oral vocabulary. Focus on pronunciation of vowels and consonants. It will also equip students to understand and participate in basic conversations with English Speakers and 15 hours of lab.

BEC 103 Basic English Conversation

This course will assist students in the development of basic speaking skills and new vocabulary. Practice of everyday conversations and common topics from going grocery shopping, asking for help, directions, etc. This course will help students to gain confidence when speaking the language and starting conversations with native speakers. In addition, this course includes 15 hours of real life scenarios as lab.

IEG 204 Intermediate English Grammar

This course is designed for intermediate students and focuses on more structured sentence formation and combining informal writing with simple paragraph development. Students will practice grammatical structures in guided activities.

IERC 205 Intermediate English Reading and Composition

The students will learn paragraph organization and writing techniques commonly used in the English language. Extensive reading and writing practice to strengthen basic written communication skills in English in addition to 15 hours of lab.

IEL 206 Intermediate English Listening

The student will practice listening to simple TV programs, short stories, simple conversations. Practice on pronunciation and intonation. Students will become much more aware of their pronunciation and speech problems and therefore learn to be better speakers and listeners.

IEC 207 Intermediate English Conversation

Students will work on American style conversation techniques learning about small talk, topic preferences, argument, depth of involvement, nonverbal styles, and active listening. In addition this course will have 15 hours of lab practice.

AEG 308 Advanced English Grammar

Students continue to practice and perfect their use of English grammatical structures, vocabulary, sentence and paragraph structure. The course is designed to increase students' knowledge and usage of complex verb tenses and sentence structures. As well as grammatical accuracy in writing, and developing stronger editing skills.

AERC 309 Advanced English Reading and Composition

In this advanced course students continue to refine their writing skills through writing journals, formal and informal letters, short compositions and essays. The course also emphasizes grammatical elements that give the most difficulty to ESL students at this level. Students will write a project for this class which will be evaluated by the instructor and other students for feedback. This course includes 15 hours of lab practice.



AEL L 310 Advanced English Listening

The course is designed to develop advanced pronunciation and active vs. passive listening skills. To structure more style in oral language, and build confidence in oral expression and personal interaction. This course includes 15 hours of lab practice to reduce foreign accent.

AEC 311 Advanced English Conversation

The course is designed to improve advanced students' comprehension and oral communication in English on a broad range of academic and current subjects. Techniques and practice on public speaking, and oral presentations are included. This course also includes idiomatic and long vocabularies and expressions commonly used in conversations. Students will have the chance to practice mock presentations in 15 hours of lab practice.

B. Spanish as a Second Language (SSL)

Program Objective

The objective of this course is to teach students the Spanish Language using a social and bicultural perspective. Students will be able to learn Spanish to perform social, cultural and business interactions. In addition, students will be able to learn and practice basic vocabularies, phrases and common slangs routinely used in different Spanish speaking countries. After completion of this course, student will be able to understand, speak and write Spanish well enough to be able to function in a bilingual and bicultural society and be able to meet the demands of job that requires Spanish as a second language.

This program is not under the jurisdiction of the Commission of Independent Education.

Duration: 12 Months

Prerequisites: None

Course Listing

When courses are from the General Education component, codes are composed of the initial three letters of the course when it is a single title; when the title has two words then it is composed of the first two letters of the first word and the initial letter of the second word. When the title of the course has three or more words, then the code is composed of the initial letter of the first three words. In all cases codes are followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. English Composition (ENC 100); Chemistry (CHE 204); Medical Surgical Nursing (214).

Program core courses are composed of the first three letters of the particular program. i.e., Hospitality and Tourism Management, (HTM), Nursing, (NUR), followed by a numerical representation to designate beginning courses in a program starting with one hundredth and ascending numbers to determine higher level courses, i.e. Introduction to Nursing (NUR 208); Maternal Child Nursing (NUR 300).

The course codes in the Master's program are coded according to their particular area of study, i.e. Accounting (ACC), Business (BUS), Finance (FIN), etc.; also followed by a numerical representation to designate beginning courses in the program starting with five hundredth and ascending numbers to determine higher level courses.



Course Codes	Program Course Title	Clock Hrs.	Lab. Hrs.
FIRST LEVEL			
ISG 100	Introduction to Spanish Grammar	45	
ISRC 101	Introduction to Spanish Reading and Composition	45	(15)
BEL 102	Basic Spanish Listening	45	(15)
BCS 103	Basic Conversational Spanish	45	(15)
	Total	180	(45)
SECOND LEVEL			
ISG 204	Intermediate Spanish Grammar	45	
ISRC 205	Intermediate Spanish Reading and Composition	45	(15)
ISL 206	Intermediate Spanish Listening	45	(15)
ISC 207	Intermediate Spanish Conversation	45	(15)
	Total	180	(45)
THIRD LEVEL			
ASG 308	Advanced Spanish Grammar	45	
ASRC 309	Advanced Spanish Reading and Composition	45	(15)
ASL 310	Advanced Spanish Listening	45	(15)
ASC 311	Advanced Spanish Conversation	45	(15)
	Total	180	(45)
	Total Hours	540	(135)

Note: Lab Hours are included in the total Clock Hours.

PROGRAM COST

Program: Spanish as a Second Language	\$ 4,800.00
Registration Fee:	\$ 50.00
Total Cost:	\$ 4,850.00

*Books are required and can be purchased by the student or ordered through the school.

Course Descriptions

ISG 100 Introduction to Spanish Grammar

This course introduces the students to develop the four language skills of speaking, listening, reading and writing with emphasis on grammar and practical vocabulary necessary for fundamental communication skills. Students will learn about simple sentence structure, wording and vocabulary used in everyday life situations such as work, school, business, etc.

ISRC 101 Introduction to Spanish Reading and Composition

Students will be introduced in this class to reading and writing about appreciation of Spanish culture, customs, folklore, etc. students will learn how to write sentences in the target language using appropriate structure, subjects, verb tenses, prepositions, etc.



BSL 102 Basic Spanish Listening

This beginning class emphasizes listening communication skills in a variety of topics at a basic level. Students will learn greetings, introductions at formal and informal scenarios, names in Spanish of common things, places and subjects.

BCS 103 Basic Conversational Spanish

This is a beginning course in Spanish, which emphasizes oral communication in formal and informal conversations. It covers only grammar and structure absolutely necessary for speaking. Students will be exposed to native Spanish speakers for interaction.

ISG 204 Intermediate Spanish Grammar

This course introduces the students to a more complex grammatical structure in the Spanish Language. It provides the students with a better understanding and ability to write in the target language using the appropriate grammatical structure, correct punctuation, verb tenses, prepositions, etc.

ISRC 205 Intermediate Spanish Reading and Composition

This course furthers the knowledge of the student's language skills through emphasis on reading comprehension and self-expression in writing. The students will read material to further their understanding of the civilization, culture, and customs of Spanish speaking countries.

ISL 206 Intermediate Spanish Listening

Students will further their listening skills by being espoused to native speakers of Spanish on videos, TV programs, short stories and real life conversations among native Spanish speaking persons.

ISC 207 Intermediate Spanish Conversation

An expansion of Spanish language skills with exercises on conversation, oral comprehension and speech based on cultural and literacy oral expositions. Emphasis will be made on oral fluency and vocabulary usage. Students will be instructed to use Spanish outside the class setting i.e. at work, supermarket, church, etc. where native Spanish speakers are present.

ASG 308 Advanced Spanish Grammar

Students in this class will learn about more complex grammatical structuring in Spanish such as compound tenses, adverbs, advanced prepositions, sentence structure, subjunctive mode and grammatical rules as well as their use in long paragraphs and essays.

ASRC 309 Advanced Spanish Reading and Composition

This course will introduce students to Spanish literature study, treating major authors and literary genres from various periods and Spanish speaking countries. Students will read a known literature piece and present a written book report following the guidelines provided by the instructor.

ASL 310 Advanced Spanish Listening



This course is designed to develop advanced pronunciation skills, to structure more style in oral language and to accurately capture the meaning of more complex oral presentation on topics related to the Spanish culture, politics, news, etc.

ASC 311 Advanced Spanish Conversation

Students in this course will develop advanced comprehension and oral communication in Spanish. Emphasis will focus on techniques and practice of public speaking and other formal presentations. Students will have the chance to practice mock presentations and get feedback from instructor and other students.

61. Student Handbook Receipt

I, _____, acknowledge that I have received the Student Catalog/Handbook and/or been instructed to review it online. I further attest that I have been given the opportunity to ask questions.

Student Signature



School Official and witness



62. Addenda

A. Faculty

This listing is in alphabetical order without respect to courses taught, degree held or campus.

Faculty Member	Course(s) Taught	Degrees / Diplomas Held & Awarding Institution	Campus Ascribed (On Campus or Online)
Arango, Yezid PhD, MSW, BA	Nursing	PhD- International University for Graduate Studies MSW- Rutgers University BA- Montclair State University	Miami Campus – Onsite/Online Orlando Campus - Online
Bernard, Joan	Nursing	MSN Gerontological Nurse Practitioner –Hunter College BSN – College of New Rochelle	Miami Campus – Onsite/Online Orlando Campus - Online
Carrion, Julia	Nursing	Master of Science in Psychology with a minor in Marriage and Family Therapy- Carlos Albizu University Bachelor of Arts in Interpersonal and Group Communications- Trinity International University	
Christiansen, Manuel A.	Master’s International Business Administration	M.B.A- Keiser University D.B.A Doctor of Business Administration –Walden University B.S in Engineering- Universidad Simon Bolivar	Miami Campus – Onsite/Online Orlando Campus - Online
Dávila, María-Renné	Master’s International Business Administration	MBA – Business American InterContinental University Bachelor of Business Administration-Instituto Bolivariano de Aprendizaje, Bolivia	Miami Campus – Onsite/Online Orlando Campus - Online
Diaz, William MA, BS	Master’s International Business Administration	MA – University of Texas BA – Universidad de Caracas	Miami Campus – Onsite/Online Orlando Campus - Online



Doria, Veronica	Master's International Business Administration	Master of Science in International Business Administration – Nova Southeastern University Bachelor of Science in Business Professional Management - Nova Southeastern University Associate of Science in Business Administration, Cum Laude- Florida National University Associate of Science in Travel and Tourism, Cum Laude- Florida National University	Miami Campus – Onsite/Online Orlando Campus - Online
Gonzalez, Ilena	Nursing	MS – Florida International University BA – University of Havana	Miami Campus – Onsite/Online Orlando Campus - Online
Gonzalez, Maria C.	Nursing	Master in Psychology –Saint Thomas University	Miami Campus – Onsite/Online Orlando Campus - Online
Londono, Guillermo MSN/MHA, BSN	Nursing	MSN/MHA - University of Phoenix BSN - Nova Southeastern University	Miami Campus – Onsite/Online Orlando Campus - Online
Momplaisir, Garcien MSN, BSN, BA	Nursing	MSN – Walden University BSN – Florida International University BA – Florida International University	Miami Campus – Onsite/Online Orlando Campus – Online
Remy, Jeanty PhD, MSED, BSN	Nursing	MSEd – Nova Southeastern University BSN – Florida International University PhD – Masters International School of Divinity	Miami Campus – Onsite/Online Orlando Campus - Online
Toledo, William E	Nursing	Ph. D in Epidemiology-Walden University (in Process) Master Degree in Genetics- Universite Bordeaux Bachelor's Degree in Microbiology- University of Havana	Miami Campus – Onsite/Online Orlando Campus - Online



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5449 S Semoran Blvd Ste 20A
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Fax: 407-704-5174

Troche, Sonia	Nursing	Doctor of Philosophy, Industrial/Organizational Psychology - Pontifical Catholic University of Puerto Rico Master of Education, Guidance and Counseling - Pontifical Catholic University of Puerto Rico Bachelor of Arts Social Work- Pontifical Catholic University of Puerto Rico	Miami Campus – Onsite/Online Orlando Campus -Online
Torres, Vivian	Nursing	Master of Arts in Psychology- Interamerican University Doctorate in Business Administration- Northcentral University (in process) Bachelor of Arts in Psychology- University of Puerto Rico	Miami Campus – Onsite/Online Orlando Campus -Online
Walcott, Rhyan MBA	Master’s International Business Administration	MBA – Nova Southeastern University BS – Florida State University AA – Broward College	Miami Campus – Onsite/Online Orlando Campus - Online